docebo®
ADMIN MANUAL

www.docebo.com

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1. First access

To get into your Docebo platform you have to log-in. The first access to the account will be done with Super administrator level created during the installation.

If you have lost your password or username, click Lost password

Add your e-mail address if you don't remember your username or your UserID if you can't remember your password. An e-mail with some instruction will be sent to your e-mail address.

I lost my username - If you have lost your username insert your registration mail address in the field below, you will receive a email

E-mail

Send

I lost my password - If you have lost your password insert your userID in the field below, you will receive a email with some instruction

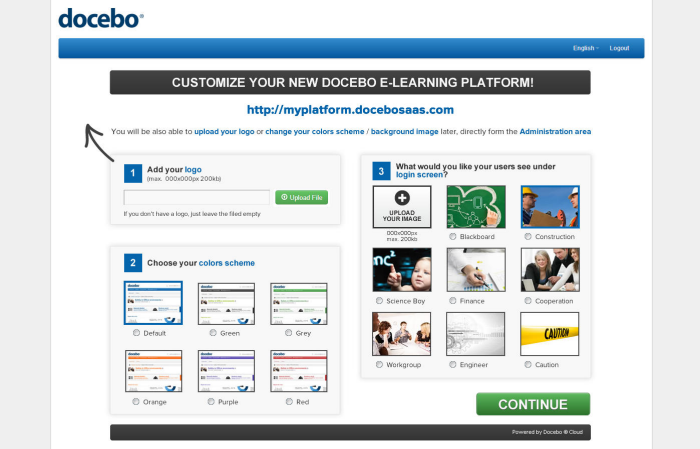
Username

Send

1.1 Start Delivering Online Training

After the log- in procedure, you will see this page.

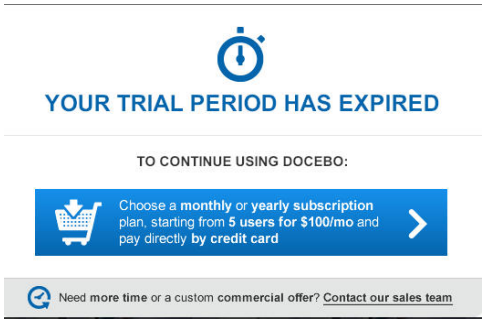
Start to customize your new LMS: upload your logo, choose layout colors and the login image. After that, click **Continue**.



Fill in the blanks with all the information about you and your company, then click

docebo
YOU'RE JUST ONE STEP AWAY FROM SOMETHING AWESOME
Almost there...
Remeber, we are here for you 24/7 days to give support
What's your Name and surname?*
What's your Company name?*
What's your Phone or Skype?
What's your Country?*
START TRAINING YOUR TEAM NOW

The trial is a platform available for 14 days. In that period you can use all Docebo LMS functions without limitations. Besides you can create or import an limitless number of users. This manual gives you indications about every platform function. At the end of these 14 days you will be able to go ahead with the purchase of your platform, choosing a subscription plan. Otherwise, the platform will be not accessible anymore. Contact our sales team in order to arrange an extension of the trial.


YOUR TRIAL PERIOD HAS EXPIRED
TO CONTINUE USING DOCEBO:
Choose a monthly or yearly subscription plan, starting from 5 users for $100/mo and pay directly by credit card
Need more time or a custom commercial offer? Contact our sales team

1.2 Visit the Marketplace

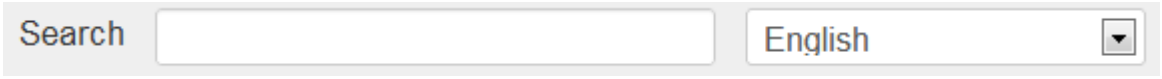
The Marketplace is one of the main new features of Docebo.
You can access it directly from your Docebo platform or from the site http//marketplace.docebo.com, logging in with User and Password of your LMS platform.
There it's possible to purchase courses. There are also free courses that can be installed on the platform.
Only Docebo users can buy courses.

This is what the Marketplace looks like:

On top there is:

- Home button;
- Go back to the LMS button;
- Change language button;
- Logout button.

Courses are divided into categories and are easy to find thanks to the search bar, a function that allows you to set a search language too.
This way the system will give only results in the selected language.



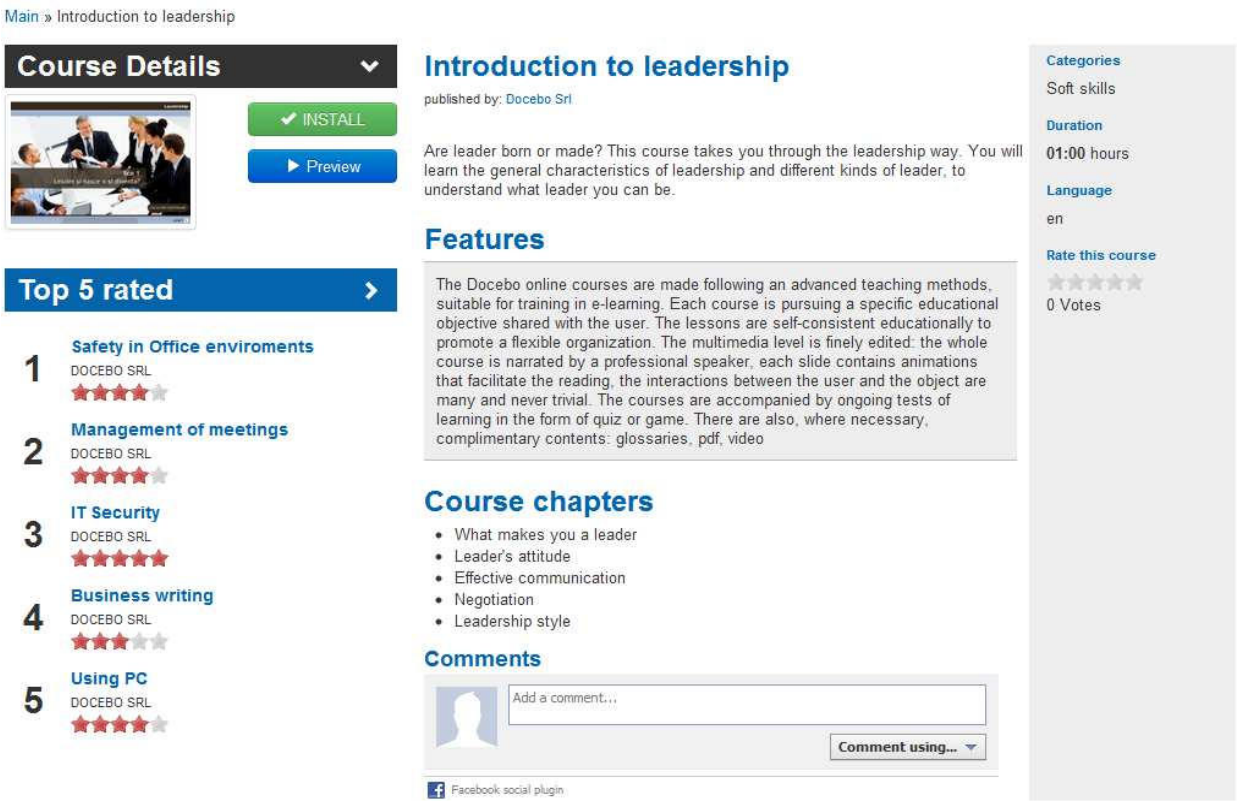
Besides the categories there are:

- the top 5 rated courses:

- A window with all of the latest courses

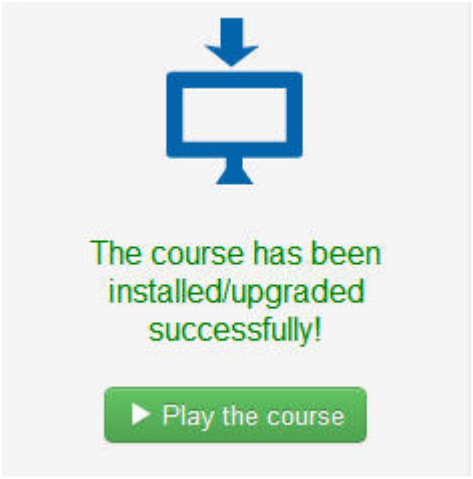
Selecting a course it's possible to visualize a preview and all main course information: description, category, duration, language.

You can also rate the course and add a comment using your Facebook, Yahoo, Aol or Hotmail account.


Main » Introduction to leadership
Course Details
INSTALL
Preview
Top 5 rated
1 Safety in Office enviroments
DOCEBO SRL
2 Management of meetings
DOCEBO SRL
3 IT Security
DOCEBO SRL
4 Business writing
DOCEBO SRL
5 Using PC
DOCEBO SRL
Introduction to leadership
published by: Docebo Srl
Are leader born or made? This course takes you through the leadership way. You will learn the general characteristics of leadership and different kinds of leader, to understand what leader you can be.
Features
The Docebo online courses are made following an advanced teaching methods, suitable for training in e-learning. Each course is pursuing a specific educational objective shared with the user. The lessons are self-consistent educationally to promote a flexible organization. The multimedia level is finely edited: the whole course is narrated by a professional speaker, each slide contains animations that facilitate the reading, the interactions between the user and the object are many and never trivial. The courses are accompanied by ongoing tests of learning in the form of quiz or game. There are also, where necessary, complimentary contents: glossaries, pdf, video
Course chapters
What makes you a leader
Leader's attitude
Effective communication
Negotiation
Leadership style
Comments
Add a comment...
Comment using...
Facebook social plugin
Categories
Soft skills
Duration
01:00 hours
Language
en
Rate this course
0 Votes

The courses in the Marketplace can be:

Free: under the course there is the option to "install for free". After the installation, the course can be visualized selecting Play the course button.



Purchased: under the course there is the option to "buy now".

1.3 Set Up a New Course

You can create a new course from the homepage, selecting the **Set Up a New Course** tab.

Set-up a new course
Create a new course and start uploading Docs and Media files: from PPTs, to PDFs, DOCx, SCORM content and others
Access to Existing Courses
Browse our Pre-loaded Courses and subscribe in one click
Manage your courses
Create new courses, upload your Training resources, enroll users and check course statistics.

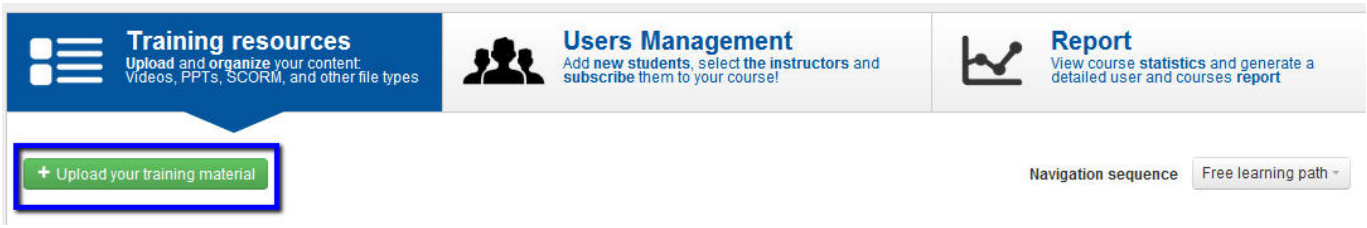
The first step to take is to choose a title and a thumbnail for your course. Then, click **Create Your Course** button.

Create Your Course
Choose a title for your course
Choose a thumbnail for your course
Upload Your Own Thumbnail
Create Your Course

After that, this page will be shown

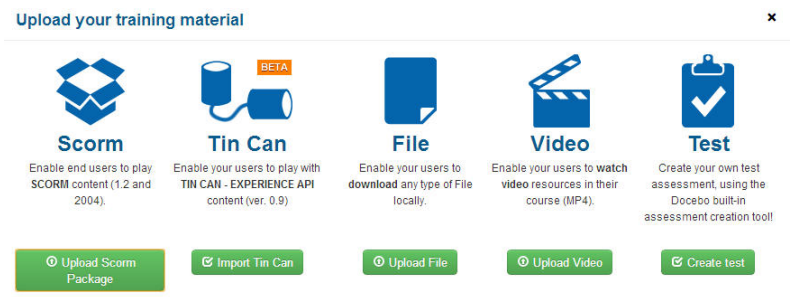
Manage Your Courses › Training Course
Training Course
Enrolled users : 1 Training resources : 0
Status : Published
Unpublish
Training resources
Upload and organize your content: Videos, PPTs, SCORM, and other file types
Users Management
Add new students, select the instructors and subscribe them to your course!
Report
View course statistics and generate a detailed user and courses report
+ Upload your training material
Navigation sequence
Free learning path

Now, you can start uploading Your training resources, selecting first **Training Resources** and than **Upload Your training material.**

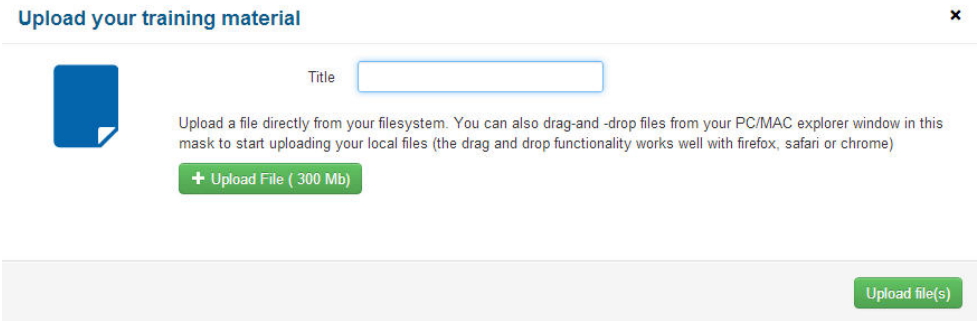

Training resources
Upload and organize your content: Videos, PPTs, SCORM, and other file types
Users Management
Add new students, select the instructors and subscribe them to your course!
Report
View course statistics and generate a detailed user and courses report
+ Upload your training material
Navigation sequence
Free learning path

Choose what kind of file you need to upload among:

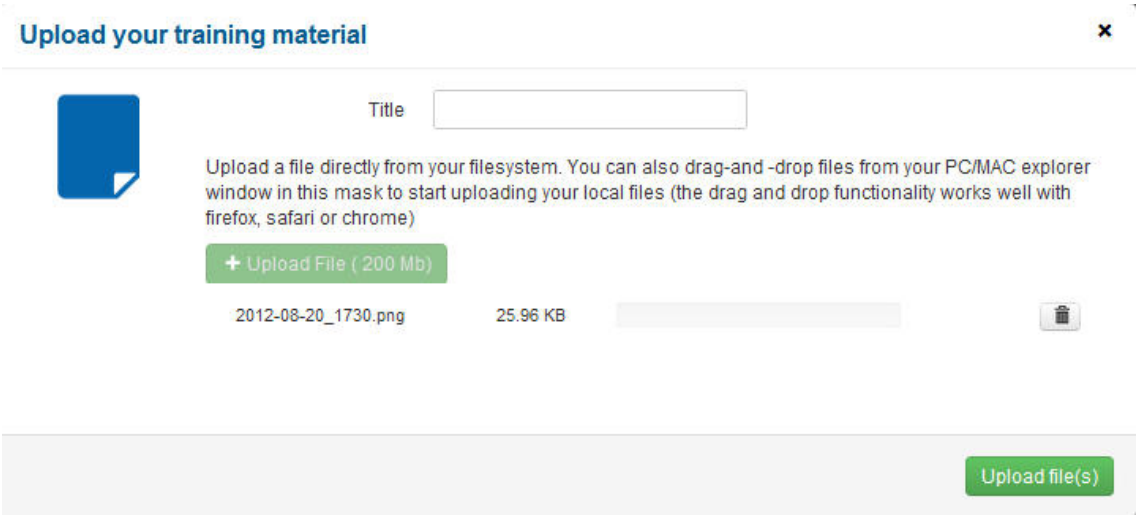
- A Scorm;
- A File that students can download;
- A video;
- A test: to create test assessment using the Docebo built-in tool.


Upload your training material
Scorm
Enable end users to play SCORM content (1.2 and 2004).
Upload Scorm Package
BETA
Tin Can
Enable your users to play with TIN CAN - EXPERIENCE API content (ver. 0.9)
Import Tin Can
File
Enable your users to download any type of File locally.
Upload File
Video
Enable your users to watch video resources in their course (MP4).
Upload Video
Test
Create your own test assessment, using the Docebo built-in assessment creation tool!
Create test

Insert a title,


Upload your training material
Title
Upload a file directly from your filesystem. You can also drag-and -drop files from your PC/MAC explorer window in this mask to start uploading your local files (the drag and drop functionality works well with firefox, safari or chrome)
+ Upload File (300 Mb)
Upload file(s)

Select + Upload File (300 Mb) to find the file on your Pc, wait until the upload is complete

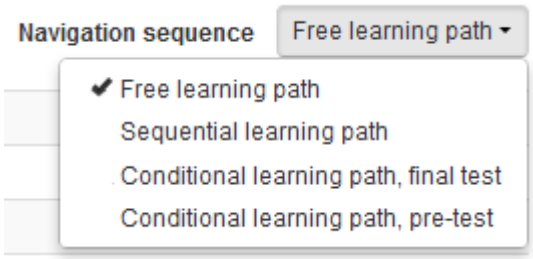

Upload your training material
Title
Upload a file directly from your filesystem. You can also drag-and -drop files from your PC/MAC explorer window in this mask to start uploading your local files (the drag and drop functionality works well with firefox, safari or chrome)
+ Upload File (200 Mb)
2012-08-20_1730.png
25.96 KB
Upload file(s)

When the operation is done, click **Close.**

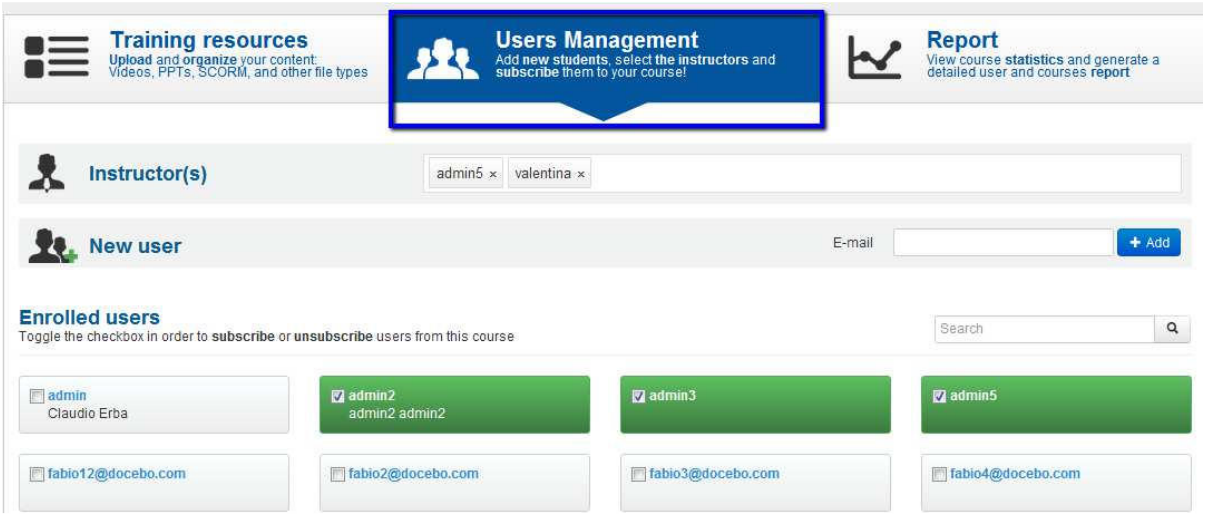
Training resources
Upload and organize your content: Videos, PPTs, SCORM, and other file types
Users Management
Add new students, select the instructors and subscribe them to your course!
Report
View course statistics and generate a detailed user and courses report
+ Upload your training material
Navigation sequence
Free learning path
Free learning path
Sequential learning path
Conditional learning path, final test
Conditional learning path, pre-test
Welcome
First Lesson
Second Lesson
Final Lesson
Upload file

Once you have Uploaded the training materials, you can choose a learning path among:

- Free learning path;
- Sequential learning path;
- Conditional learning path;



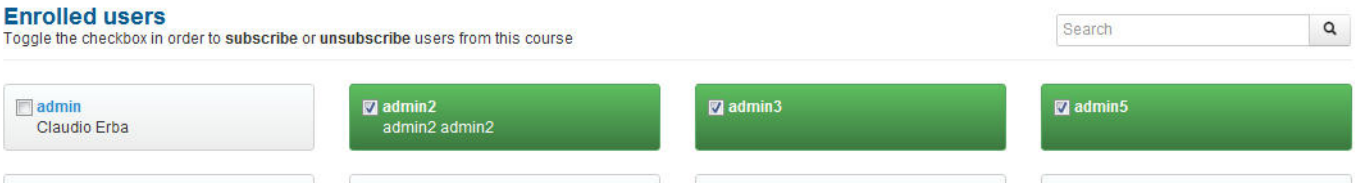
Now you can add new students, select the instructors and subscribe them to courses in the **User Management** area, located next to **Training Resources** area.



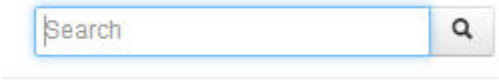
To add instructors, write their name in the box and press enter.

To add a new user, insert his email address in the box and select **Add.**

To subscribe or unsubscribe users from this course, add or remove the flag.
The checkbox will be green if the student is enrolled or white if he is not.



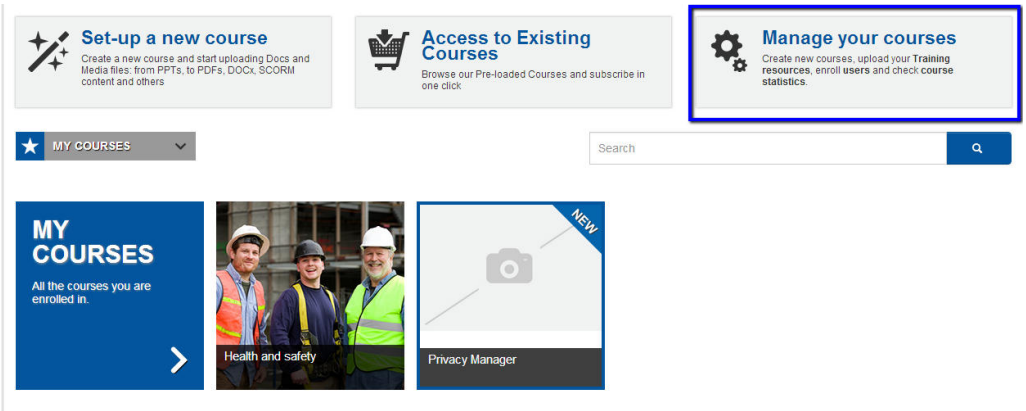
You can also use the quick research bar on the right, writing the name of users you want to enroll.



While you are managing user and contents, your course is still unpublished, so no one can see it.
To publish your course, press **Publish.**

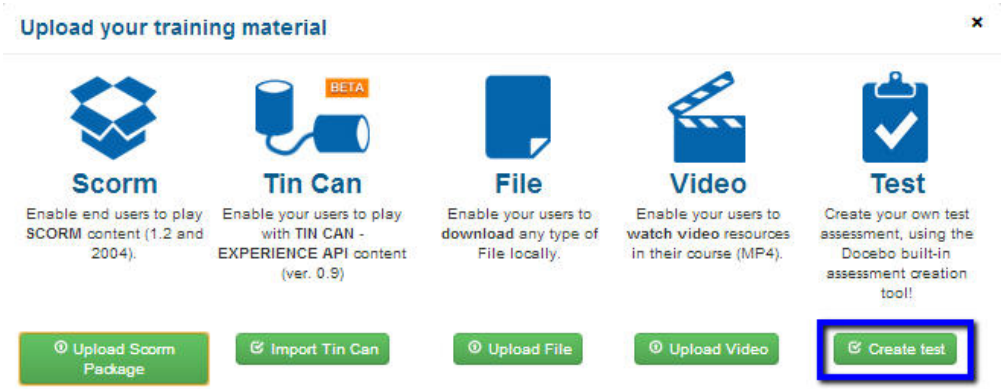
Now, your course has been published. It's always possible to change the course status selecting **Unpublish.**

The course created is visible in My Courses page.
If you want to modify the course click Manage your courses tab

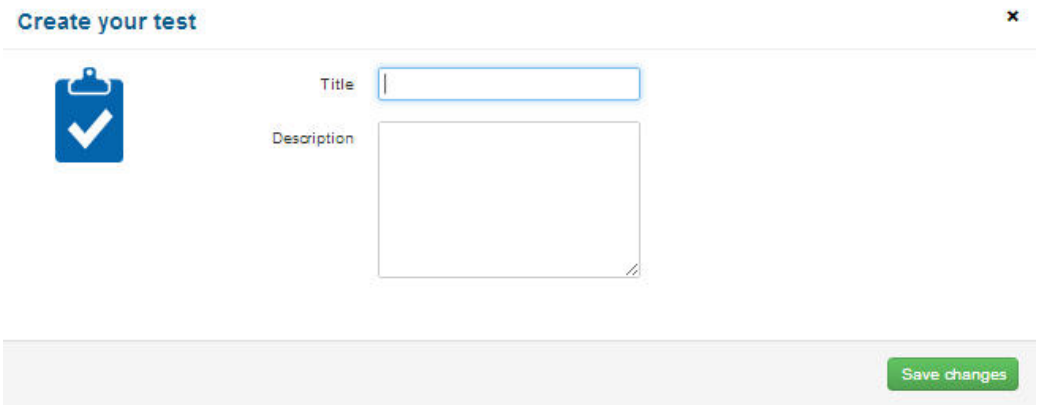

Set-up a new course
Create a new course and start uploading Docs and Media files: from PPTs, to PDFs, DOCx, SCORM content and others
Access to Existing Courses
Browse our Pre-loaded Courses and subscribe in one click
Manage your courses
Create new courses, upload your Training resources, enroll users and check course statistics.
MY COURSES
Search
MY COURSES
All the courses you are enrolled in.
Health and safety
NEW
Privacy Manager

1.4 How to create a test

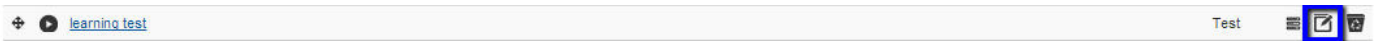
It's possible to add a test to an existing course or to a new course.
Only users subscribed to a course as Teachers or Administrators can create a test.
The first step is to access a course, select **Upload your training material** and choose the option Create a test.


Upload your training material
Scorm
Enable end users to play SCORM content (1.2 and 2004).
Upload Scorm Package
BETA
Tin Can
Enable your users to play with TIN CAN - EXPERIENCE API content (ver. 0.9)
Import Tin Can
File
Enable your users to download any type of File locally.
Upload File
Video
Enable your users to watch video resources in their course (MP4).
Upload Video
Test
Create your own test assessment, using the Docebo built-in assessment creation tool!
Create test

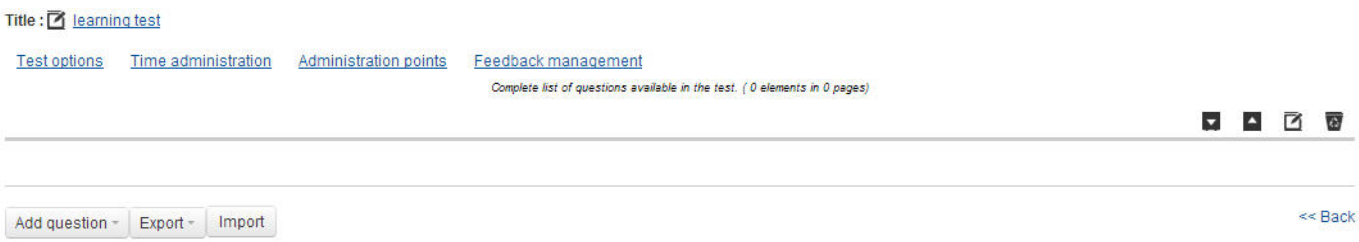
Give your test a Title and a Description and click **Save Changes.**



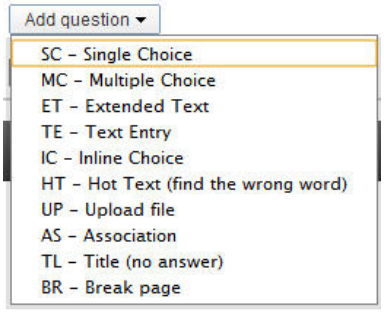
At this point, You can add questions and answers by clicking on the icon in the middle.



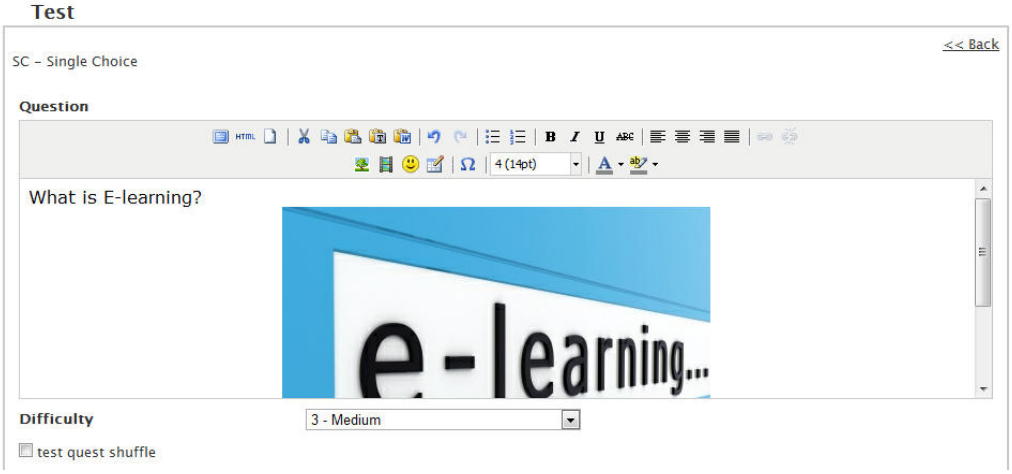
This page will be shown.



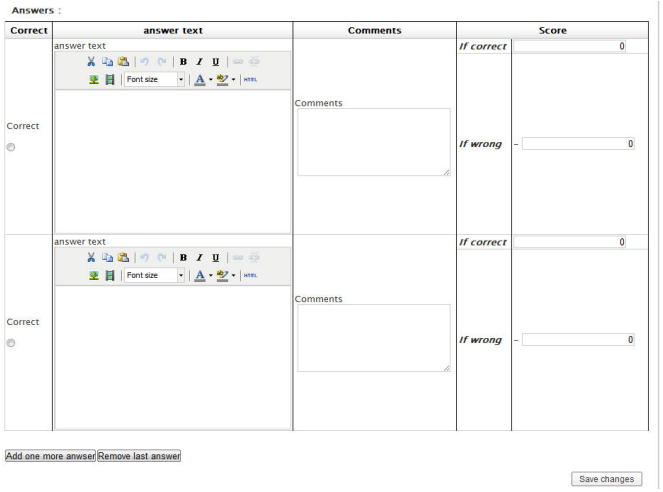
Selecting Add question, you can choose among different kind of questions. It's possible to mix various types of questions in the same test.


Add question
SC – Single Choice
MC – Multiple Choice
ET – Extended Text
TE – Text Entry
IC – Inline Choice
HT – Hot Text (find the wrong word)
UP – Upload file
AS – Association
TL – Title (no answer)
BR – Break page

To create a question, You have to complete this form which allows you also to add a picture into the question text.



Now You can insert the answers. Two options are already available, but You can add others selecting Add Answer.
In this page it's possible to select the correct option, to add a comment that the user will see after the test and to decide a score for every single answer.

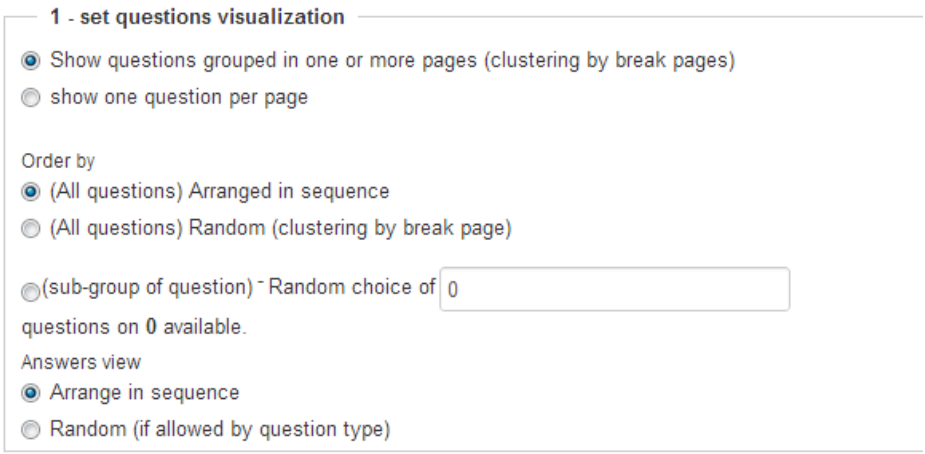


When the test is done, You can customize its options.

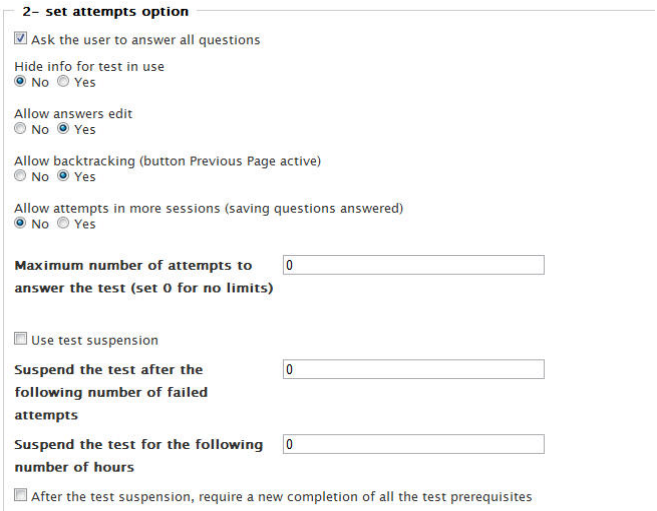
Test options:

1. Questions visualization: questions can be displayed one for page or collected in groups over several pages.
2. Questions order:
    - questions can follow the original order or be random;
    - You can decide to create sub-groups of questions, among which the system choose randomly.

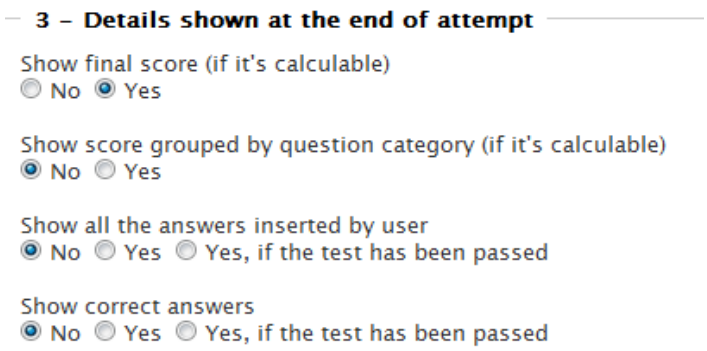
3. In case of multiple choice, it's possible to arrange answers in sequence or randomly.


1 - set questions visualization
Show questions grouped in one or more pages (clustering by break pages)
show one question per page
Order by
(All questions) Arranged in sequence
(All questions) Random (clustering by break page)
(sub-group of question) - Random choice of 0
questions on 0 available.
Answers view
Arrange in sequence
Random (if allowed by question type)

4. You can set attempts options:
    - If the user has to answer to all questions or not;
    - If he can browse among the questions during the test;
    - If he can leave the test and continue another time (all the answers will be saved);
    - If there is a maximum number of attempts to answer the test;
    - If the test will be suspended after a number of failed attempts. In that case it's possible to establish also if the student has to follow the course again.

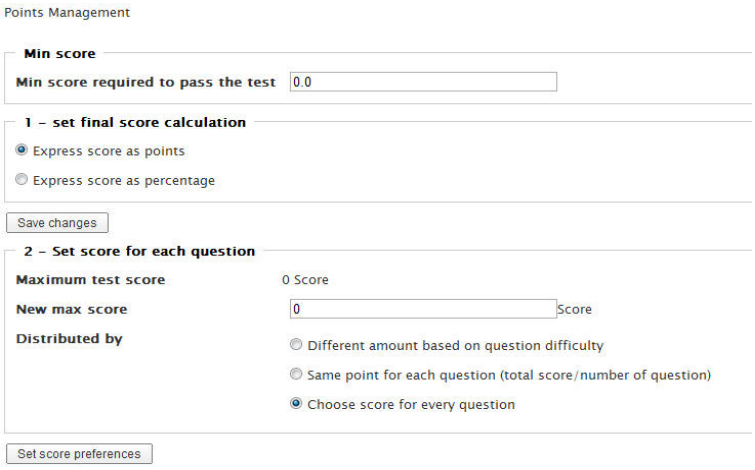

2- set attempts option
Ask the user to answer all questions
Hide info for test in use
No Yes
Allow answers edit
No Yes
Allow backtracking (button Previous Page active)
No Yes
Allow attempts in more sessions (saving questions answered)
No Yes
Maximum number of attempts to answer the test (set 0 for no limits)
0
Use test suspension
Suspend the test after the following number of failed attempts
0
Suspend the test for the following number of hours
0
After the test suspension, require a new completion of all the test prerequisites

5. It's also possible to decide if, after the test, user can see:
    - The final score;
    - The score grouped by question category;
    - The answers given;
    - Correct answers.


3 – Details shown at the end of attempt
Show final score (if it's calculable)
No Yes
Show score grouped by question category (if it's calculable)
No Yes
Show all the answers inserted by user
No Yes Yes, if the test has been passed
Show correct answers
No Yes Yes, if the test has been passed

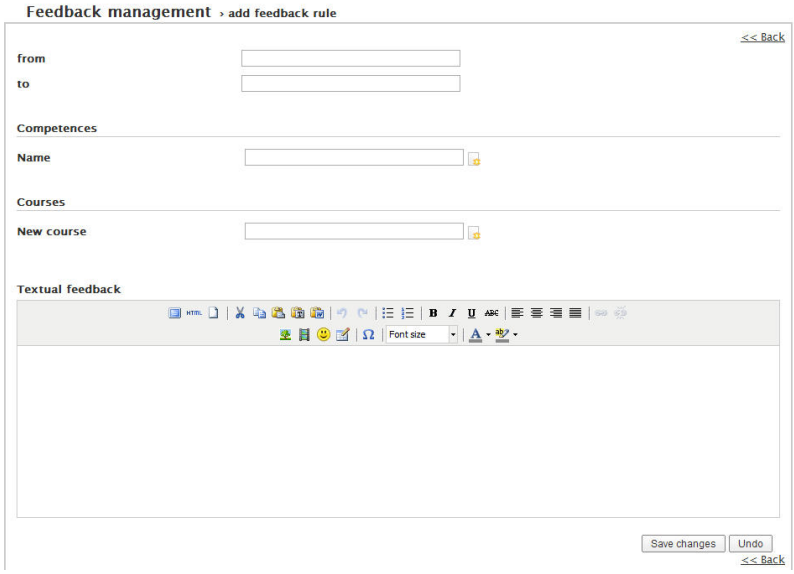
Administration points: it's possible to

1. Establish the minimum score required to pass the test;
2. If the score will be expressed as points or percentage;
3. Select a different score for each question.

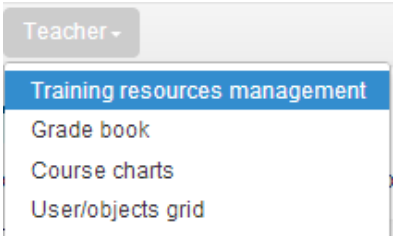

Points Management
Min score
Min score required to pass the test 0.0
1 – set final score calculation
Express score as points
Express score as percentage
Save changes
2 – Set score for each question
Maximum test score 0 Score
New max score 0 Score
Distributed by
Different amount based on question difficulty
Same point for each question (total score/number of question)
Choose score for every question
Set score preferences

Feedback management: in this page, You are able to decide also to:

1. Give a textual feedback based on a score range;
2. Assign a competency;
3. Subscribe the user to a course according to his score.

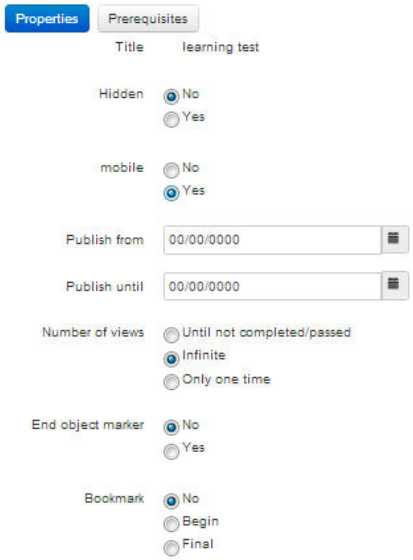


Test properties can be customized. **Switch to the Advanced Version**, select the course that contains your test and go to **Teacher→ Training resources management → Properties**

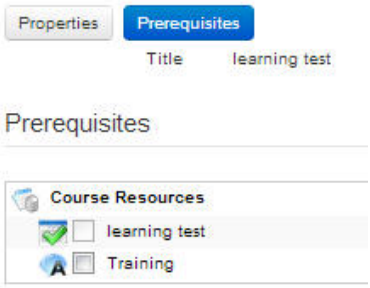


In this way You are able to decide:

- If the test is hidden or not;
- A start and end date of publishing;
- The number of views: until not completed or passed, infinite times, only one time;
- If You want to set the test as an end object marker.

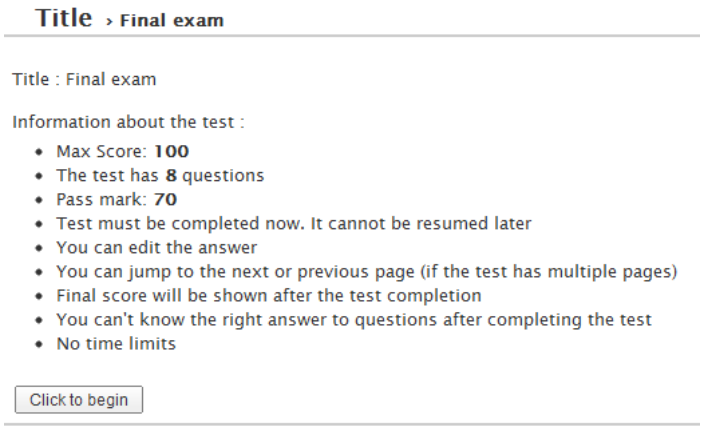


In the same page, You can customize prerequisites too. This means you can establish, a hierarchy of the object completion. Student will has to complete the contents as per the organization you set.



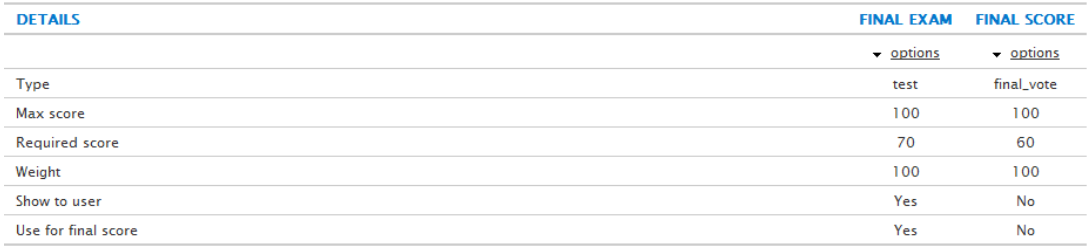
After setting the prerequisites, the test will be marked by this icon

Now the test is ready for users. They only have to select it among the learning objects of a course and follow the instructions.


Title › Final exam
Title : Final exam
Information about the test :
Max Score: 100
The test has 8 questions
Pass mark: 70
Test must be completed now. It cannot be resumed later
You can edit the answer
You can jump to the next or previous page (if the test has multiple pages)
Final score will be shown after the test completion
You can't know the right answer to questions after completing the test
No time limits
Click to begin

It's possible to visualize who took the test and keep the results under control. In the **Teacher Area**, there is the **Grade Book**, that allows You to visualize:

- **Test Details:** Type, Max Score, Required Score, Weight, Show to user, Use for final score.



DETAILS	FINAL EXAM	FINAL SCORE
	options	options
Type	test	final_vote
Max score	100	100
Required score	70	60
Weight	100	100
Show to user	Yes	No
Use for final score	Yes	No

- **The score of every user**;

USERNAME	FULLNAME	FINAL EXAM	FINAL SCORE
staff.lms	lms staff	0	0.00
john.smith	Smith John		

- **The evaluation summary**, that shows some statistics about:
  - How many students passed the test or not;
  - How many students checked in;
  - The average;
  - The standard deviation;
  - Maximum and Minimum score.

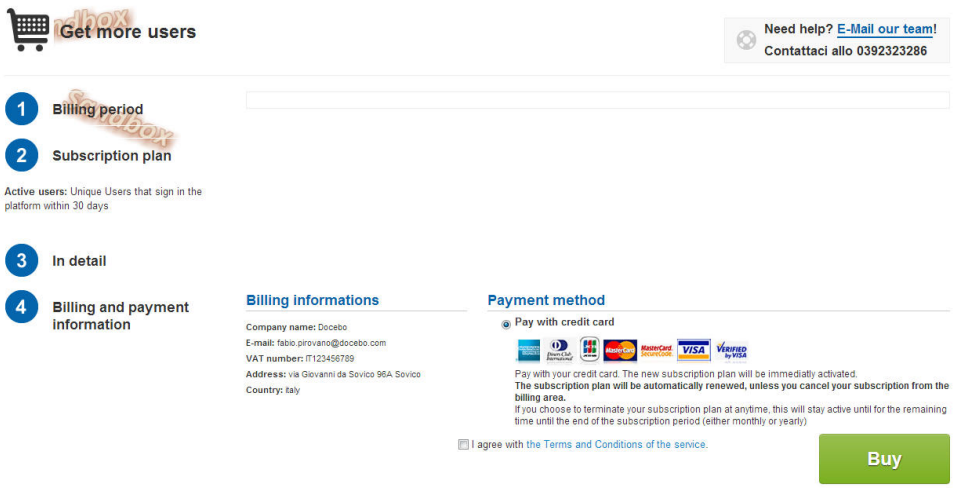
1.5 Get more users and check the report

As the LMS administrator you have the chance to edit the subscription plan and control all the accesses.

Click **Active users report** if you want to control how many users made login into your LMS in the last month.

Active users: Unique Users that sign in the platform within 30 days

Click the green button "**Active more users**" if you need to increase the number of users subscribed to your LMS.


Get more users
Need help? E-Mail our team!
Contattaci allo 0392323286
1 Billing period
2 Subscription plan
Active users: Unique Users that sign in the platform within 30 days
3 In detail
4 Billing and payment information
Billing informations
Company name: Docebo
E-mail: fabio.pirovano@docebo.com
VAT number: IT123456789
Address: via Giovanni da Sovico 96A Sovico
Country: Italy
Payment method
Pay with credit card
Pay with your credit card. The new subscription plan will be immediatly activated.
The subscription plan will be automatically renewed, unless you cancel your subscription from the billing area.
If you choose to terminate your subscription plan at anytime, this will stay active until for the remaining time until the end of the subscription period (either monthly or yearly)
I agree with the Terms and Conditions of the service.
Buy

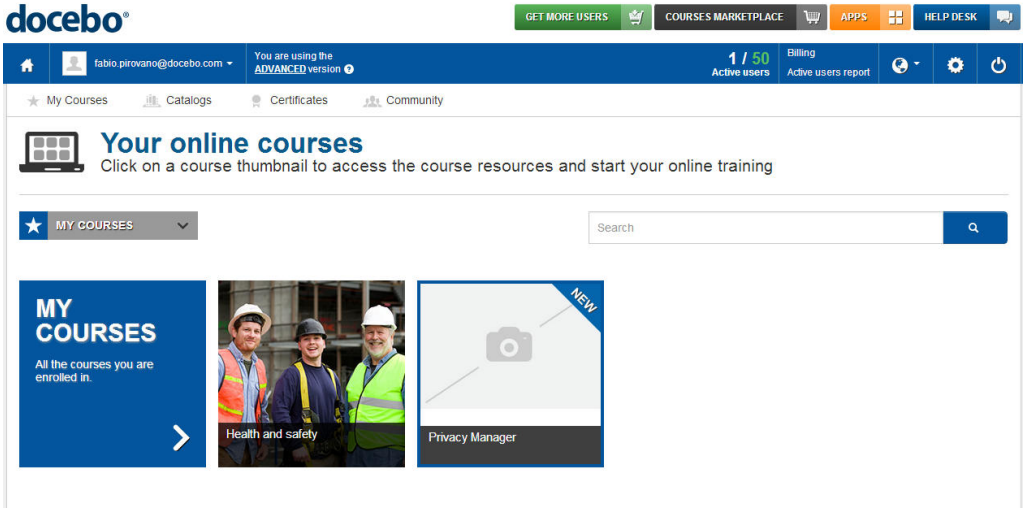
Here you can:

- Choose your subscription plan;
- Visualize prices;
- Choose if the payment have to be monthly or annual.

You can only pay with your credit card.

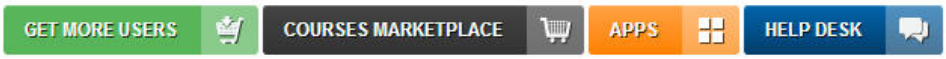
From the same page you are able to choose to confirm the purchase of the APP installed.

1.6 My Courses: functions



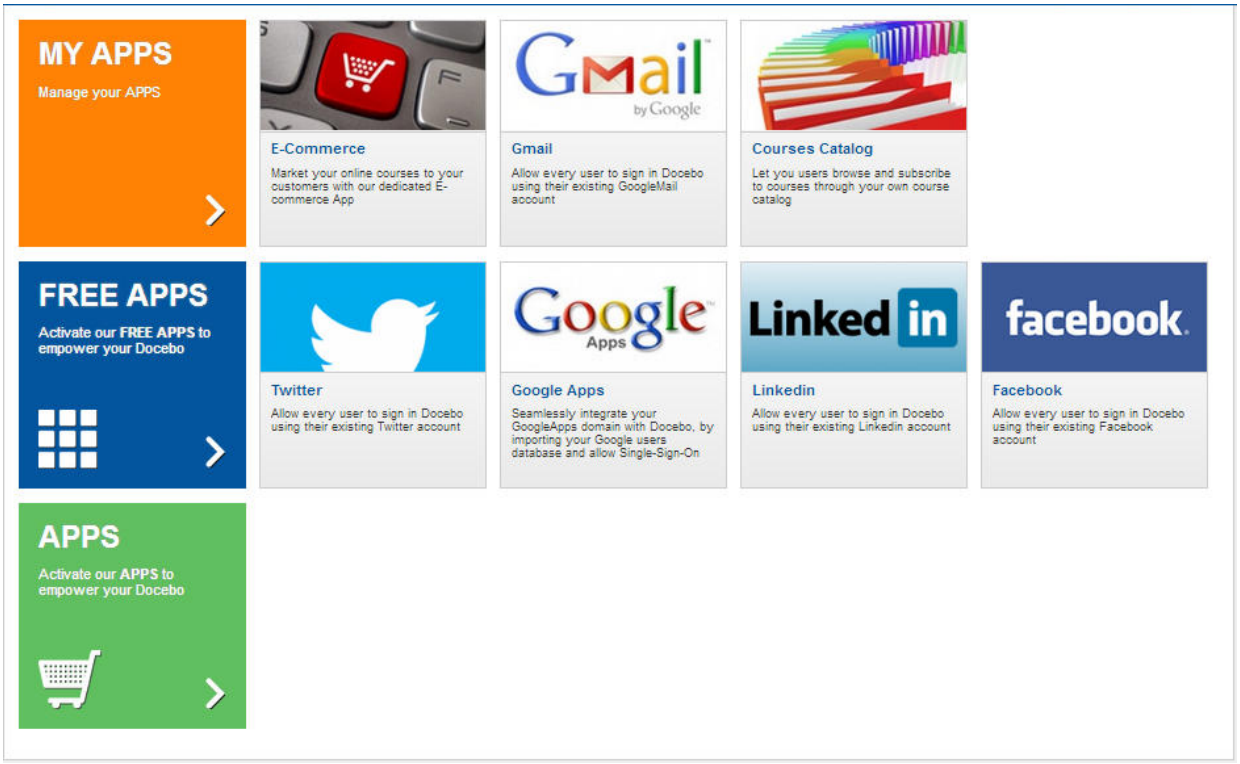
The function of My courses area are:

- The green button to get more users, the grey button to access to the courses marketplace, the orange button to activate APPS and the blue button to contact the help desk.



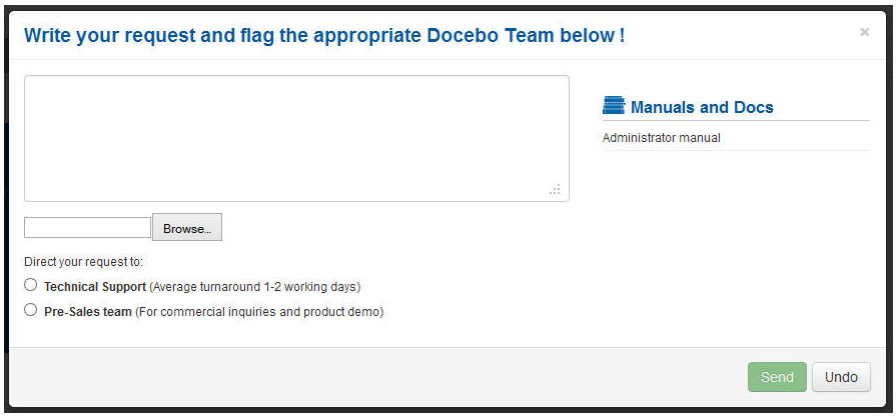
APPS: As super-administrator you can activate and set-up the APPS on your Docebo LMS. An APP allows you to activate some useful tools like catalog and e-commerce.

The APPS are divided into: My APPS, Free APPS and APPS (on payment)


MY APPS
Manage your APPS
E-Commerce
Market your online courses to your customers with our dedicated E-commerce App
Gmail
Allow every user to sign in Docebo using their existing GoogleMail account
Courses Catalog
Let you users browse and subscribe to courses through your own course catalog
FREE APPS
Activate our FREE APPS to empower your Docebo
Twitter
Allow every user to sign in Docebo using their existing Twitter account
Google Apps
Seamlessly integrate your GoogleApps domain with Docebo, by importing your Google users database and allow Single-Sign-On
Linkedin
Allow every user to sign in Docebo using their existing Linkedin account
Facebook
Allow every user to sign in Docebo using their existing Facebook account
APPS
Activate our APPS to empower your Docebo

Help Desk: it's possible to contact the help desk selecting the **Help Desk** button (the blue one).

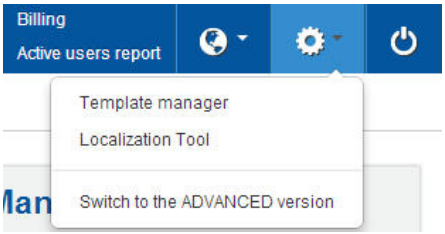
Fill in the form and choose to direct your request to Technical area or Pre-Sales team. You can also attach a file to show your problem.


Write your request and flag the appropriate Docebo Team below !
Manuals and Docs
Administrator manual
Browse...
Direct your request to:
Technical Support (Average turnaround 1-2 working days)
Pre-Sales team (For commercial inquiries and product demo)
Send
Undo

- The **user panel**, that allows to change profile photo and password.

- The **localization tool**, to change the LMS language and manage the translation of all the voices of the LMS.

- **Settings:** this menu includes the **Template manager**, the **Localization Tool** and the function to switch from one version of the LMS to another (simplified- advanced).

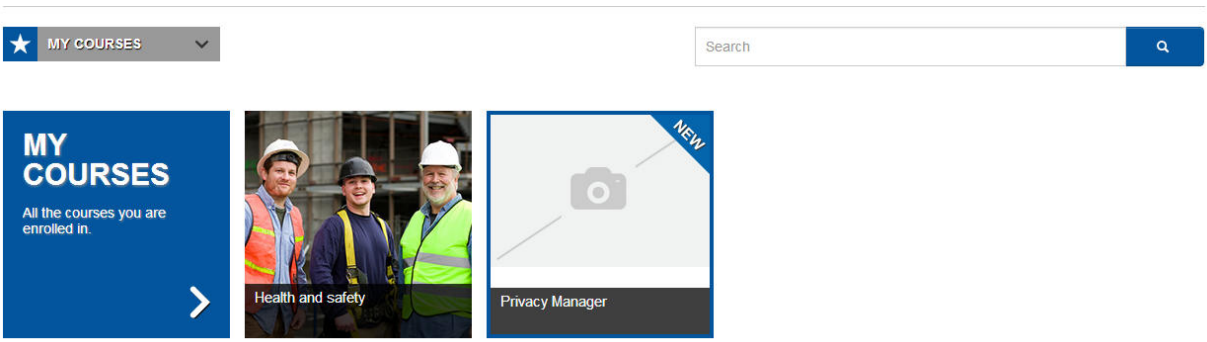


If you switch to the Advanced version, the same button allows you to access to the Administration.

- Sign-out button to logout.

Further down there is the menu: you can activate or deactivate all the functions in the Admin aria, except for the Catalog that have to be activated using the APP function.

In the same page you can see all the courses you are subscribed to. This page is visible also by the students.



The **star** icon on the left (close to my courses) is a filter that allows you to visualize the category that includes all your courses and the sub-category of all the courses you have completed yet.

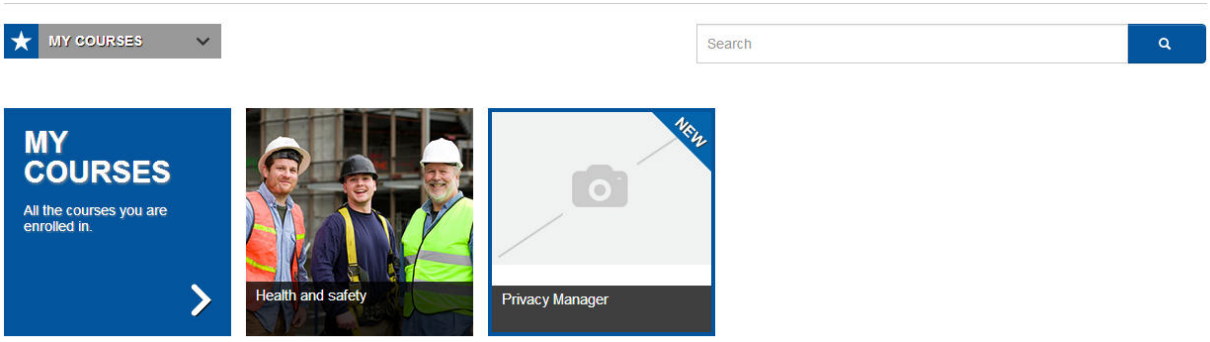
Using the simplified version, you can find 3 tabs useful to create, activate and manage courses.

Set-up a new course
Create a new course and start uploading Docs and Media files: from PPTs, to PDFs, DOCx, SCORM content and others
Access to Existing Courses
Browse our Pre-loaded Courses and subscribe in one click
Manage your courses
Create new courses, upload your Training resources, enroll users and check course statistics.

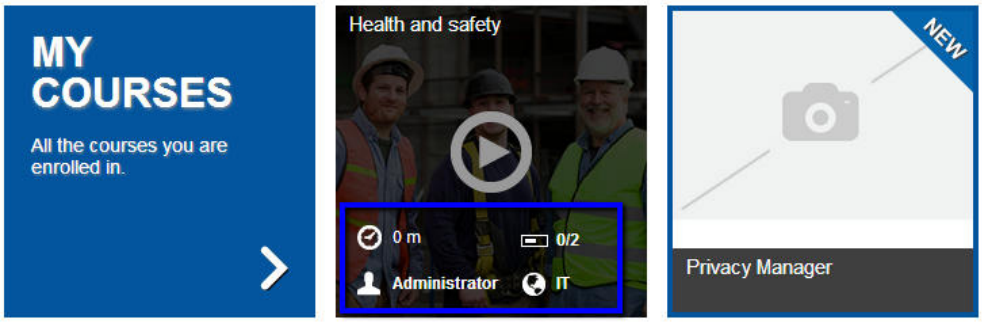
- Set-up a new course: redirects you to the course creation panel, explained in the 2.2 paragraph;
- Access to existing courses: redirects you to the Marketplace;
- Manage your courses, allows you to:
  - Create a new course;
  - Choose an existing one from the Marketplace;
  - Visualize the list of all your courses, the subscriptions made and the learning materials. Here you can also edit a course or delete it .

1.7 My Courses Area: enter and view the course

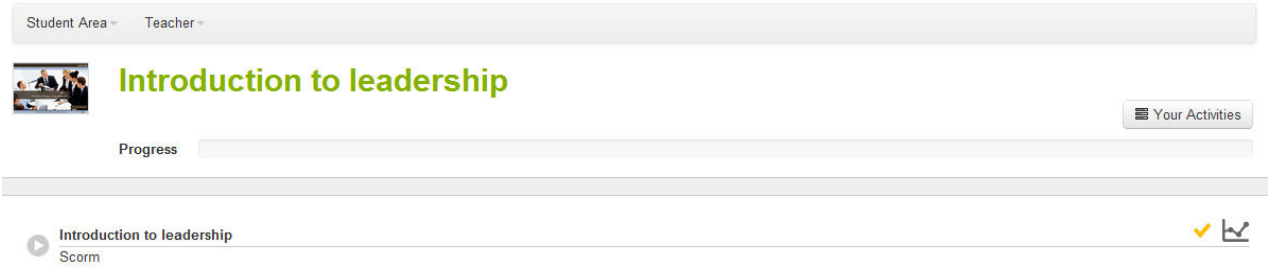
My courses Area includes all the courses you're subscribed to.



Pass the mouse through a course icon to visualize all the information about your activities and your subscription level.



To access to a course, you have just to select it.
This is the course page.



In the center of the page, there is a list of all the Learning Objects of the course. Select one of them to begin. The Learning Objects could be in different formats:

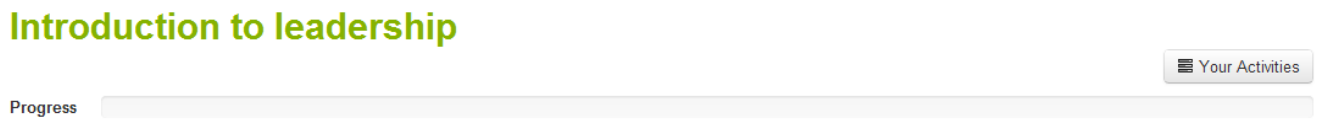
- Scorm;
- A file to download;
- A Test.

Next to every learning object there is:

- A flag, that will be green ✔ if the learning object is completed or yellow ✔ if it has not been completed yet.
- This icon takes you to the statistics. Here you are able to find all the additional information about the accesses and the score.

In that page there is also all of the information about your activities:

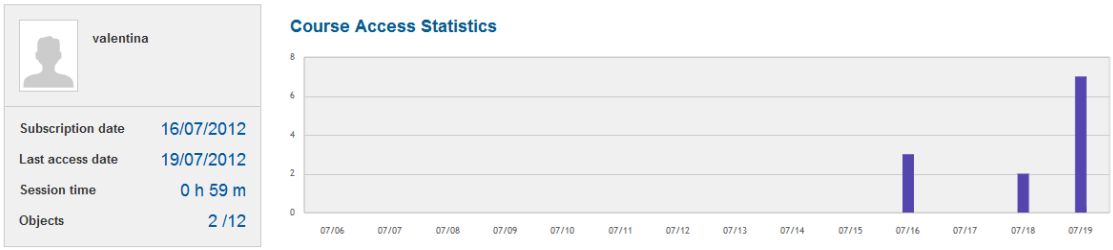
- How many times you have visited this course;
- The time spent on it;
- The progress made, indicated by the progress bar.



By selecting the icon

, you will be redirected to a page with all of the details about your progress:

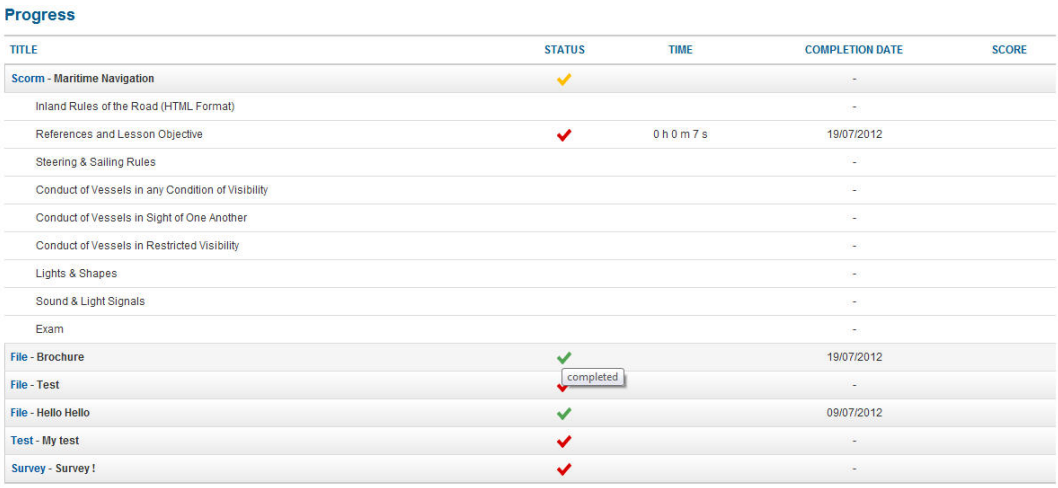
- A tab with all the information about: subscription date, last access date, session time, objects completed;
- Statistics about course access;



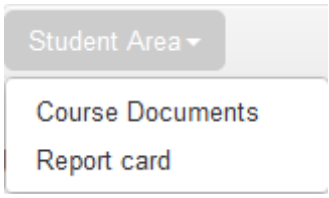
- A timeline that reports all the important events about the course;

Progress made with all the learning objects of the course. You can view:

- The status: Not started
  Incomplete
  Completed
- Time spent on the learning object;
- Completion date;
- Score

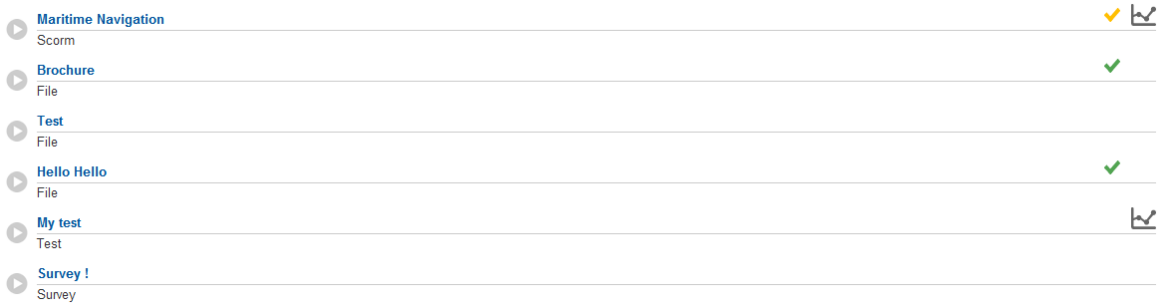


Above all the statistics, under the menu, there is the student area.

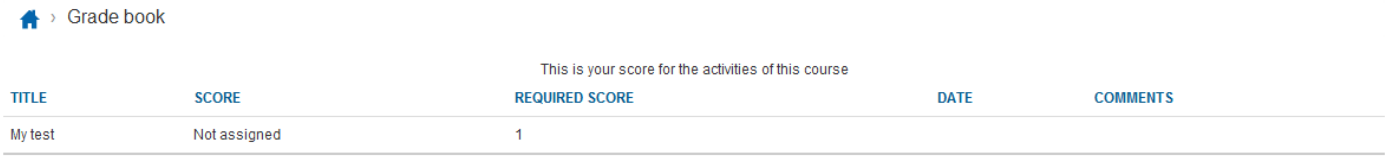


This section permits you to view:

- Course documents, with all the Learning Objects of the course;

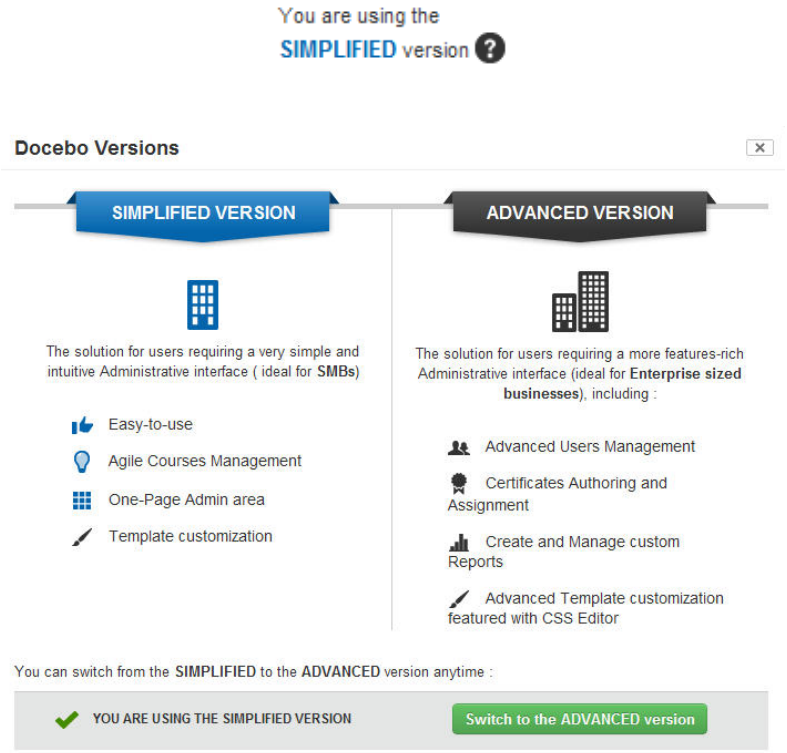


- Report card, with the score for the activities of the course.



1.8 Change view

In the menu on top of the page, you can see which version of LMS you are using: simplified or advanced. You are always able to switch from one to another.


You are using the
SIMPLIFIED version
Docebo Versions
SIMPLIFIED VERSION
ADVANCED VERSION
The solution for users requiring a very simple and intuitive Administrative interface (ideal for SMBs)
Easy-to-use
Agile Courses Management
One-Page Admin area
Template customization
The solution for users requiring a more features-rich Administrative interface (ideal for Enterprise sized businesses), including :
Advanced Users Management
Certificates Authoring and Assignment
Create and Manage custom Reports
Advanced Template customization featured with CSS Editor
You can switch from the SIMPLIFIED to the ADVANCED version anytime :
YOU ARE USING THE SIMPLIFIED VERSION
Switch to the ADVANCED version

The difference between these two versions is that the Simplified View gives you the chance to administer the platform without access to the Admin Area.

Clearly, there are less function compared to admin area, but you can manage routine processes like courses creation and editing, users subscription and enrollment, change of language.

The switch between simplified and advanced version it’s completely free.

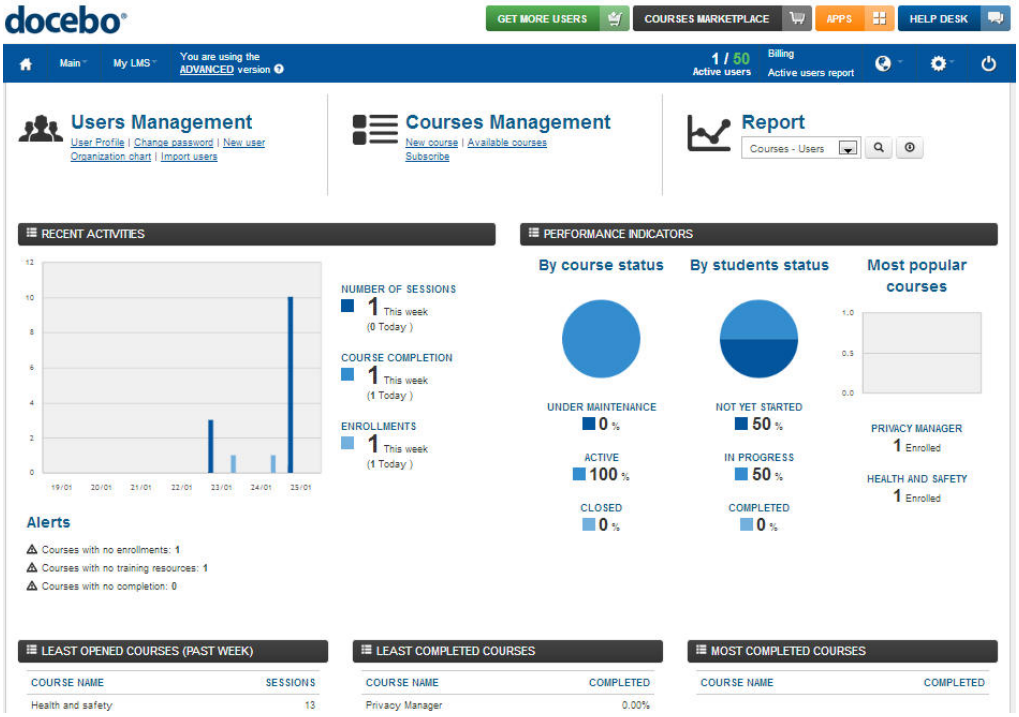
2. Admin Area

If you need a deeper managing of platform functions, you have to go to the Admin Area, switch to the Advanced Area and select the icon next to the language icon.

2.1 Dashboard

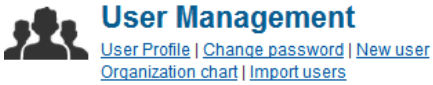
You'll be redirected to the **Dashboard**, with all the functions of admin area.
On the top there are still the buttons that we have explained earlier, while further down there is:

- A menu that divides the function in Main, My LMS, Language and settings. Here you have all the information about your subscription plan;
- 3 tabs with shortcuts to user management, course management and report functions;
- Some statistics about recent activities, course performance, less visited, less completed and best performer courses.



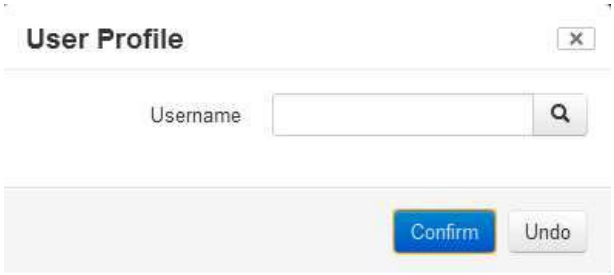
2.2 User management

Here, there are some quick links to main activities for use management: User profile, change password, new user, organization chart, import users.
To complete these actions, you only have to select one of the quick links and complete the form.



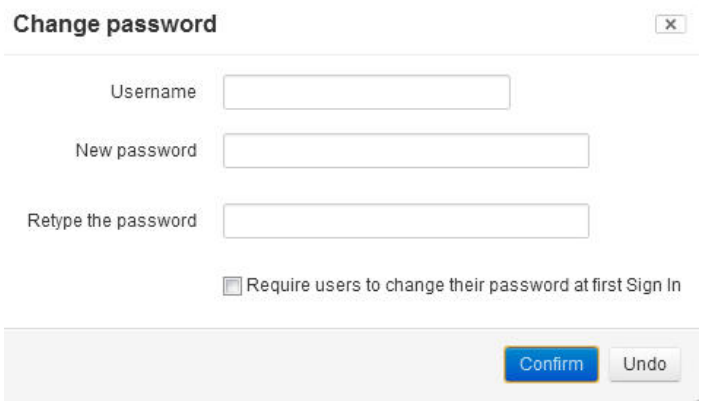
User Profile

You can visualize a user profile finding him thanks to the searching bar. Insert the name of use you want to find and press confirm.

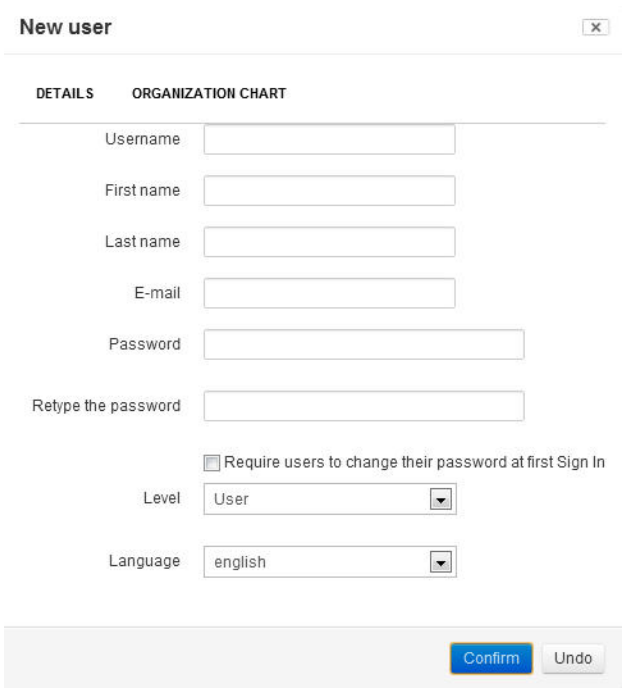


The system gives you his personal file with all the information about the student and his progresses.

Change Password



New User



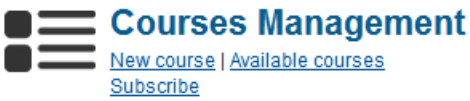
Organization chart

This quick link will take you to the organization chart, where it’s possible to create a user cataloguing tree.

2.3 Course Management

The second tab helps manage courses, in a quicker way.

It's divided into: New course, available courses, subscribe

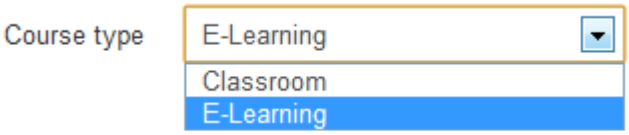


New Course

To create a new course, select **New course** and fill in the form with all the information of the course you want to create. Beside code, course name and description, you can choose:

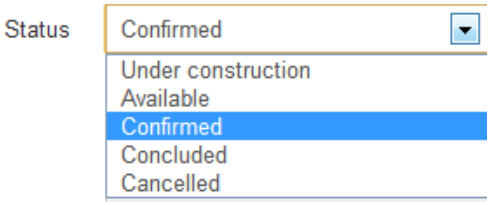
Type of course:

E-learning: a course studied online;
Classroom: a course that can be studied in the classroom or in a blended formula with which the management of physical classrooms can be associated.

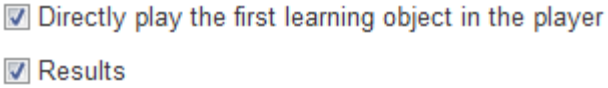


Course **Status**:

- Confirmed/ Available: the course is accessible to the users;
- Under construction: the course is only accessible to the users responsible for preparing its content (normally teachers, tutors, mentors and/or administrators);
- Concluded: the course is finished and only those users who have concluded it have access;
- Cancelled: the course is no longer accessible, and registration from the course catalogue is no longer possible.



Options of use:
Direct access to the first learning object of the course;
Direct access to the statistics link for the first learning object of the course.



Numerous **Details** can be established, including:

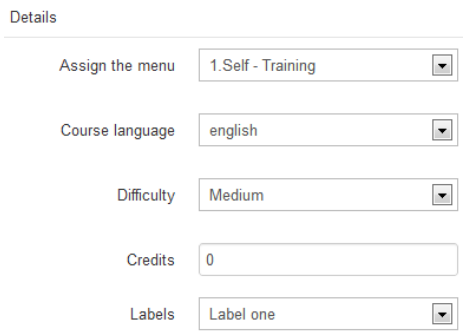
The menu (self training, collaboration);

Course language;

Level of difficulty;

Credits;

Labels.



It is also possible to manage the **enrollment policy**, defining whether:

subscription is exclusively reserved to the administrator;

subscription is subject to the approval of an administrator;

subscription is free, in self-registration;

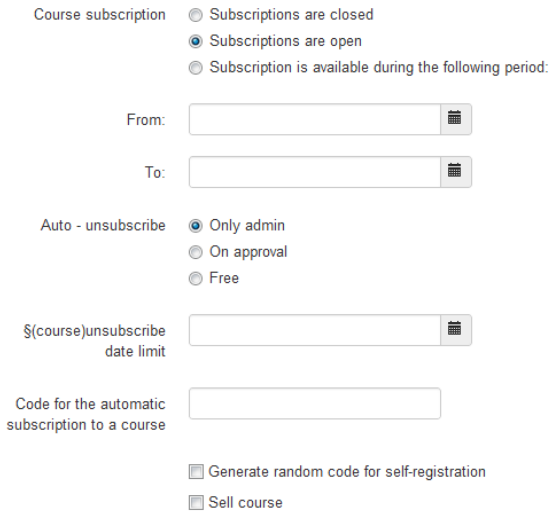
And the **course subscription**:

Subscriptions are closed;

Subscriptions are open;
Subscriptions are available during a defined period;
If there is the possibility to unsubscribe (only administration can, on approval or free);

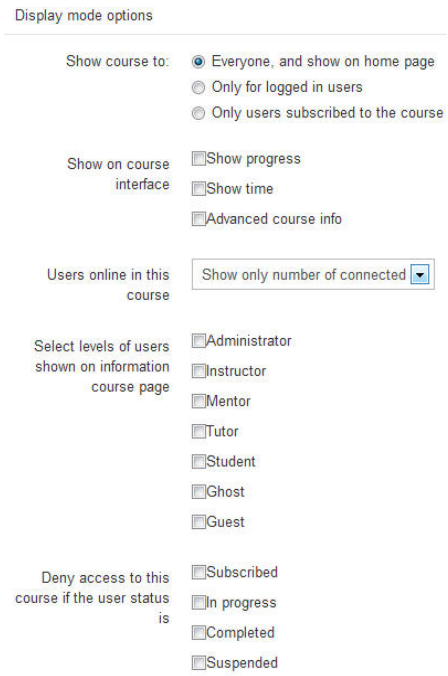
If there is a date limit to unsubscribe;
If there is a code for the automatic subscription to a course;

If the course has a price.



You can also set the **display mode options**:

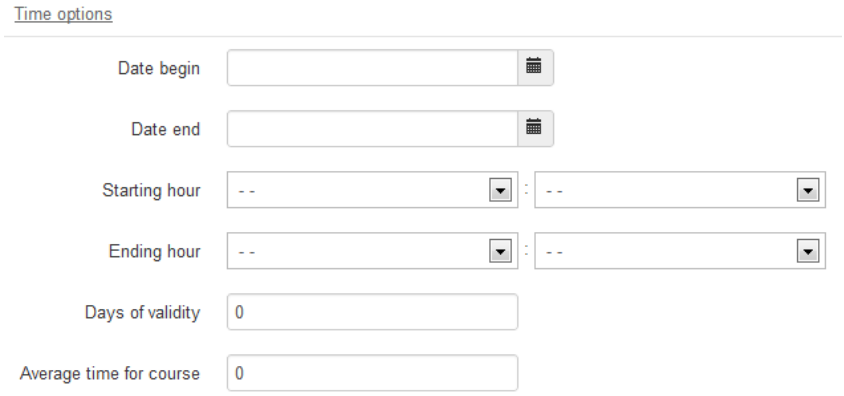
to show this course to everyone, only to logged in users, or only to subscribed users;
to show progress, time and advanced info on course interface
to show users online in this course (only number of connected, only connected with instant messenger, or no one);
to select levels of user shown on information course page;
to deny access to this course if the user status is: subscribed, in progress, completed, or suspended.



In the **time options,** you can:

Limit subscriptions to a predefined period of time;

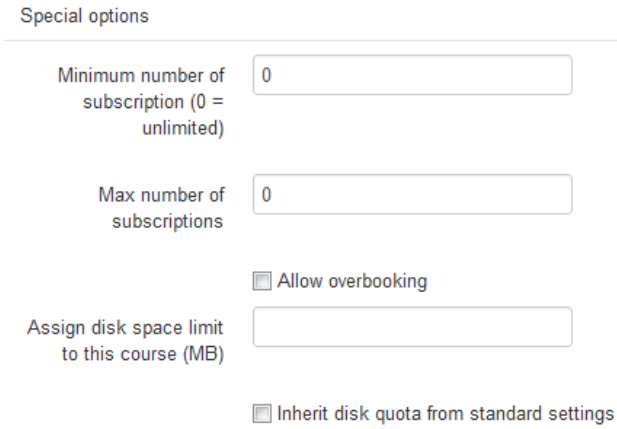
Set begin and end date, and days of course validity;



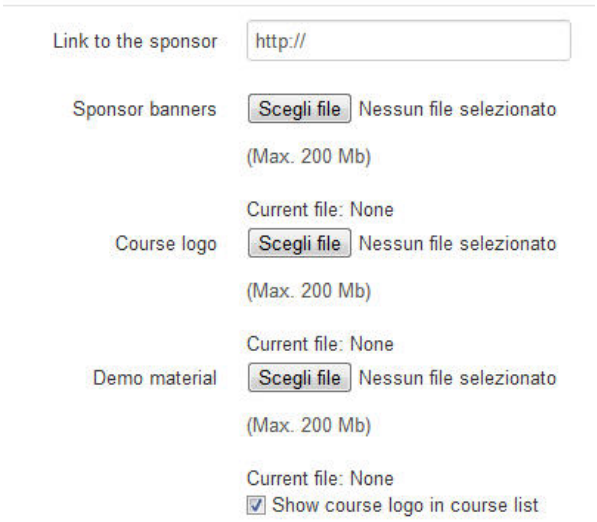
You can use the **special options**:

to assign a minimum and maximum number of subscriptions;

to allow overbooking;
to assign a disk space limit for the material uploaded.



It is possible to determine the variables connected with the sale of the courses and to give a logo the course. Course material can be directly uploaded by the administration, if so desired.



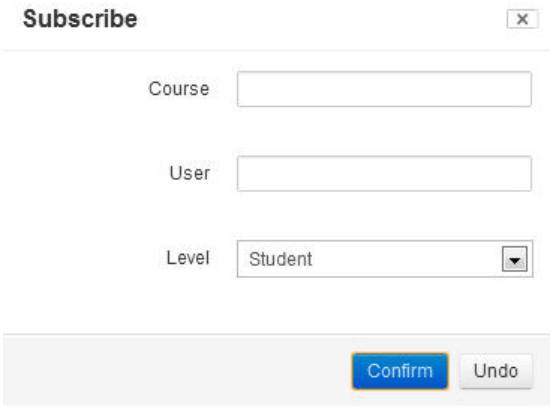
Now it's time to save changes made to your course.

Available courses

Here you can find all the available courses, add new course categories and manage multiple subscriptions.

Subscribe

To easily subscribe someone to a course, fill the form with course name, user name and level of subscription.



2.4 Reports

This third tab is a quicker way to review reports about:

courses – users;
users – 30 days delay;
users – courses;
users – learning objects

You can also find and download data.

2.5 Statistics

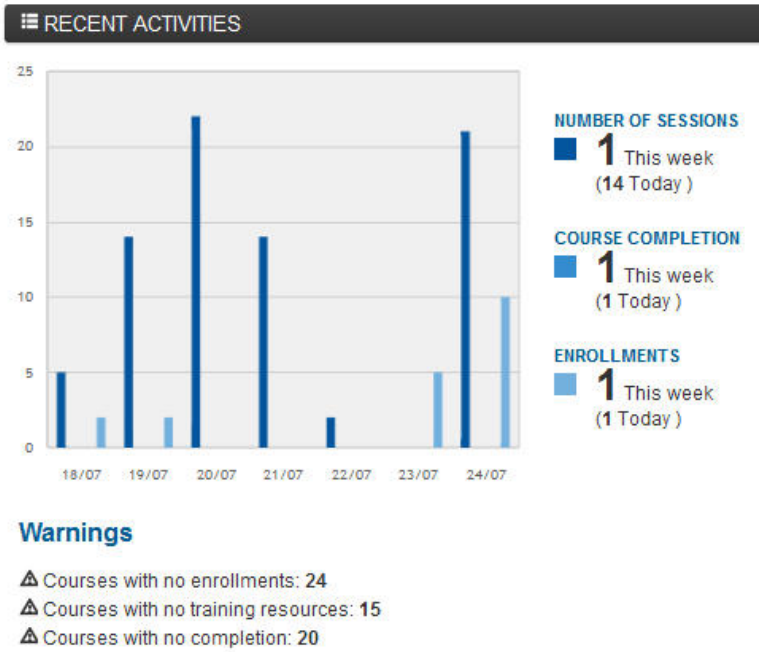
The Dashboard also presents some statistics, all static, updated every day on a period of 7 days.

Recent Activities

Here there are statistics about: number of sessions; course completion; enrollments.
All referred to a week period.

Under the statistic could be a warning icon ⚠ to indicate that there are:

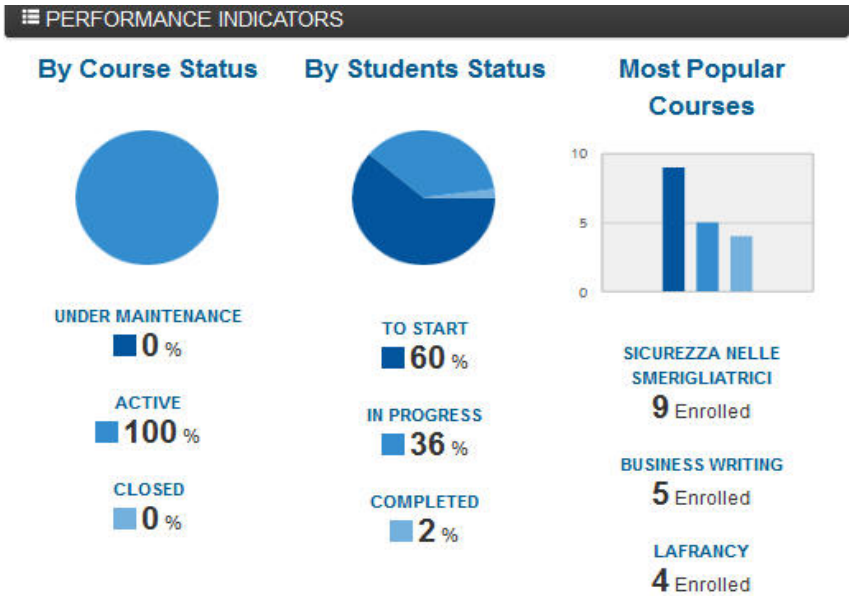
courses with no enrollments;
courses with no materials;
courses with no completion.



Performance Indicators

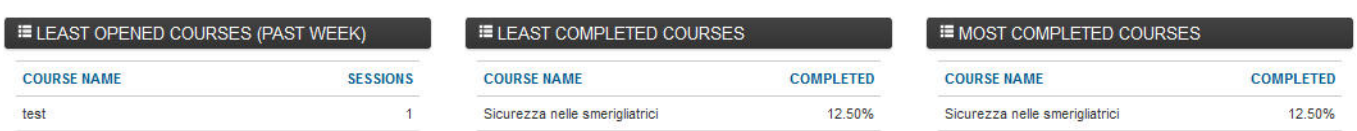
There are other available statistics regarding:

course status (under construction, active, closed);
student status (to start, in progress, completed);
most popular courses.



In the Dashboard there is also data about:

- less opened courses in the last week;
- least completed courses;
- most completed courses.

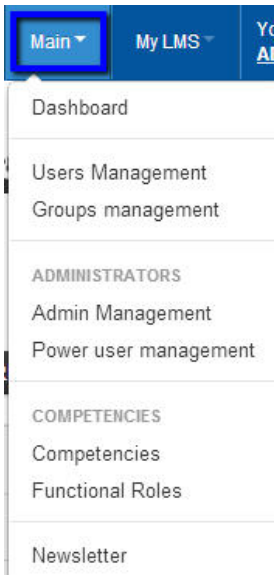


3. Main

The menu of the Administration Area is divided into Main and My LMS.

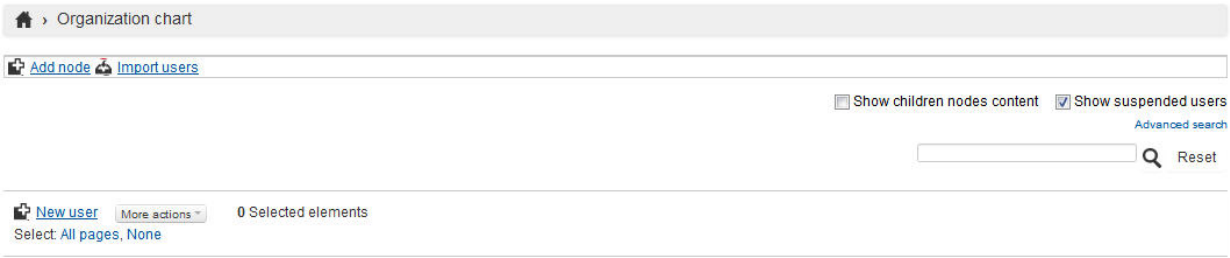
Main menu has functions regarding:

- Dashboard
- Users management;
- Groups management;
- Admin management;
- Power user management;
- Competencies;
- Functional roles;
- Newsletter.



3.1 User Management

By selecting **MainUsers - Management** you will be redirected to the **Organization Chart.**



By dividing the users into folders and subfolders, it is possible to create a user map with a configuration similar to the company's organization chart or a tree reflecting the needs of the HR or Training office for managing subscription to the courses.
Folder names can always be changed, subfolders created, by inserting a new branch within one that has Been selected, and individual folders dragged and dropped inside others.

New Sub-node

To create a subfolder in an existing node, select the node you wish to create a sub-node in and select the link "Add node".

Associate a user to a node

To associate a user to an organization chart node, select the icon "Associate users" closest to the node you wish to associate a user to.
The system displays all the users registered on the LMS, allowing us to flag one or more interested users. Confirm by clicking the button "Save changes".

User subscription to the platform

Once the organization chart has been created, the users must be subscribed. Subscription can be done in four ways:

Direct creation by an administrator/super administrator;
"Moderated" creation by a sub-administrator (this must be confirmed by a higher level administrator);
Free self-subscription to the platform;
Moderated self-subscription to the platform (this must be confirmed by an administrator).

Direct subscription by an administrator can be done in various ways:

Manual registration
Massive import

Manual registration of individual users

To create a new user select the folder you want to place it in, and click the link **New user.**
A registration window will be displayed. This screen contains all the information needed for a new user subscription.

After selecting the button **Confirm**, a notice with username and password will be sent to the user's email address.

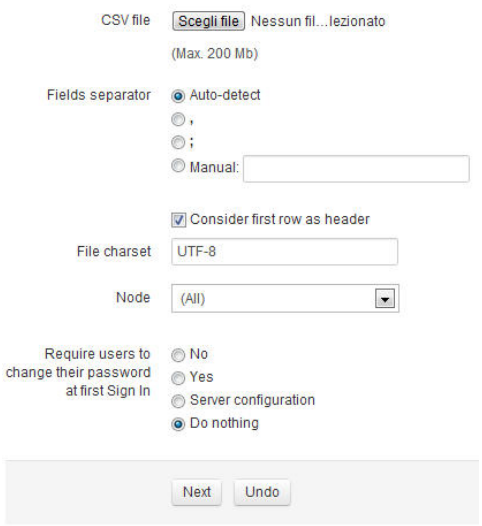
A single user or group of users can be assigned to a specific branch of the organization chart, either by selecting the destination folder and starting the subscription procedure or by entering the data regarding positioning on the tree at a later point during the subscription process.

Once the users have been imported, changes can be made to each profile.

It is possible to:

View the users' personal information files;
Delete associations with the organization chart branch;
Suspend and later reactivate users;
Change data on the personal information files;
Delete users from the platform.

Importing Users



Choose the file to import. The system can automatically determine the separators to be used for separating fields (commas or semicolons), or else this can be set manually.
The first line of the table can be assigned as a heading for the imported file. If this is done, the first line of the file, which normally contains data headings, will then be ignored.
Assign the organization chart node with which the users should be associated.

Once the file is imported, assign each column to the required values. In the example shown in the figure, the imported file contains the first line as a header, making it is easier to recognize the values to assign to each column.

At the end of the process the system provides feedback on the number of users successfully imported or signals import errors.

Through the icons close to the organization chart nodes we can:

Associate a registered user to a node;
Associate one or more additional fields to an organization chart node;
Modify the name of the node;
Delete an organization chart node.

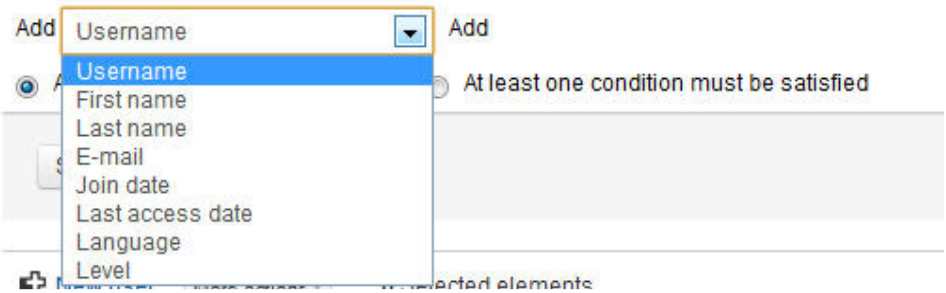
NOTE: By deleting an organization chart node, the users associated will NOT be deleted.

User search/sort

In the User management page there are search filters allowing subscribers to be sorted or searches to be made through specific modes.

The system automatically displays the search by individual users and shows the list of all users subscribed to the platform. To select the user to subscribe, use the search engine on the right and enter the user ID, name or surname of the user.

An advanced search can be activated through **Advanced search**.



This option enables a search to be made based on the fields of the personal information file used in the platform, including supplementary fields.

Select the search parameter from the drop down menu, click on the **Add** button, add the required data and then click on the **Apply dyn filter** button.

The system will show the name or names corresponding to the chosen search criteria.

The users can be listed by Name, Surname, e-mail, most recent access to the platform or subscription date, by clicking the buttons at the top of the users list.

If multiple users are selected, a series of "batch" operations can be performed. Clicking on the **More functions** button provides the options of: suspending, restoring or cancelling selected users, exporting a .CSV file for the selected users containing all the data fields, or disassociating the group of users from the present branch.

3.2 Groups Management

As well as through branches of the organization chart, users can also be categorized on the basis of groups they belong to. The creation of groups is useful whenever a group of users with different characteristics than those determining the branches of the organization chart is to be subscribed to a course.

To create a new group, select **Main Groups Management.**

Click **New** and then proceed to complete the form.

Through the active menu beside each group, it is possible to:

- associate users with a group;
- change the name and description of the group;
- delete the group.

By selecting the icon "associate users", as well as per the organization chart nodes, the system will display the 2 procedures to associate one or more users to the interested group:

- Assign users- select manually the interested users through all the users, groups, orgchart nodes and roles, and confirm;
- Import users – by uploading a .CSV file with a single column containing the usernames of registered users we wish to assign to that given group.

Note: a user can be assigned to more groups.

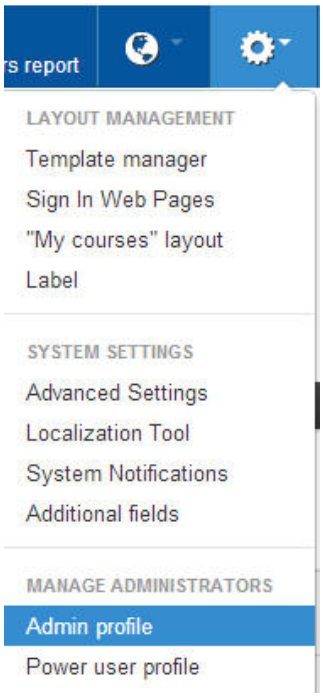
3.3 Admin Management – Admin Profile

To create an administrator, the level of the designated user must be raised by changing his/her profile:

Two fundamental tasks must be performed in order to define the administrator's roles and powers:

- creating the administrator profile, with assignment of the respective permissions to each profile;
- associating the users branches and course categories to be managed with the profile.

To create an administrator profile, you have to select the **Edit Settings** button and choose the **Admin Profile** option.



The active menu beside each created profile allows you to:

Manage the permissions for that profile;
Assign the administration and public area modules that the profile can manage;
Manage the languages that the profile can change;
Manage the subscriptions, to assign a number of users this profile can manage the subscription for.

Special settings

This setting aims to define the limits of permission in terms like user creation limit or course subscription limit.

Edit settings

This function aims to define the modules that a profile can manage in the Administration area and LMS area. There are different permissions related to each module like faculty to create, modify or delete a user or a course.

In the **Framework** tab are displayed all the functions related to user management and LMS settings. Under **LMS** we find all the modules concerning course management and training reports

Assign a language

Through the red flag icon it is possible to assign one or more languages to the interested profile.

When the administrator profile is completed, you can manage it by going to **Main → Admin Management.**

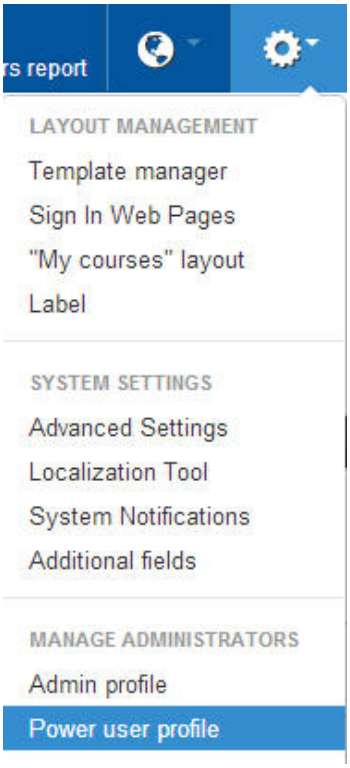
3.4 Power User

The power user is an administrator with limited powers who does not have access to the administration area but can access his administrative functions through a panel in the public area.

In order to create a Power User, the level of the designated user must be raised by changing his/her profile.
As with administrators, for power users it is also necessary to:

- create a Power User profile, assigning the respective permissions to each profile;
- associate the user's branches and course categories to be managed with the profile.

To create a power user profile, select **Edit Settings →Power User Profile**.



Create a profile by clicking Add

The active menu beside each created profile allows you:

- To Manage the permissions for that profile;
- To Assign the administration and public area modules that the profile can manage;
- To Manage the subscriptions, to assign a number of users this profile can manage the subscription for;

Special settings

This setting aims to define the limits of permission in terms like user creation limit or course subscription limit.

Edit settings

This function aims to define the modules that a profile can manage in the Administration area and LMS area. There are different permissions related to each module like faculty to create, modify or delete a user o a course.

Different from the Administrator profile, there is no distinction between Framework and LMS, meaning that the power user has less permissions.

To associate the users and courses to be administered with the profile select **Main→Power User management**.

This page will display all the users created with a Power User level.
We can easily assign one of the created profiles by selecting the relative dropdown menu.

The active menu beside each administrator allows you to:

Assign a number of users this Power User will manage;
Assign a number of course this Power User will manage the subscriptions for;
Assign one or more communications to monitor.

Note: To successfully assign an Administrator or Power User profile, the interested users must be subscribed on the LMS with the relative level.

3.5 Competencies

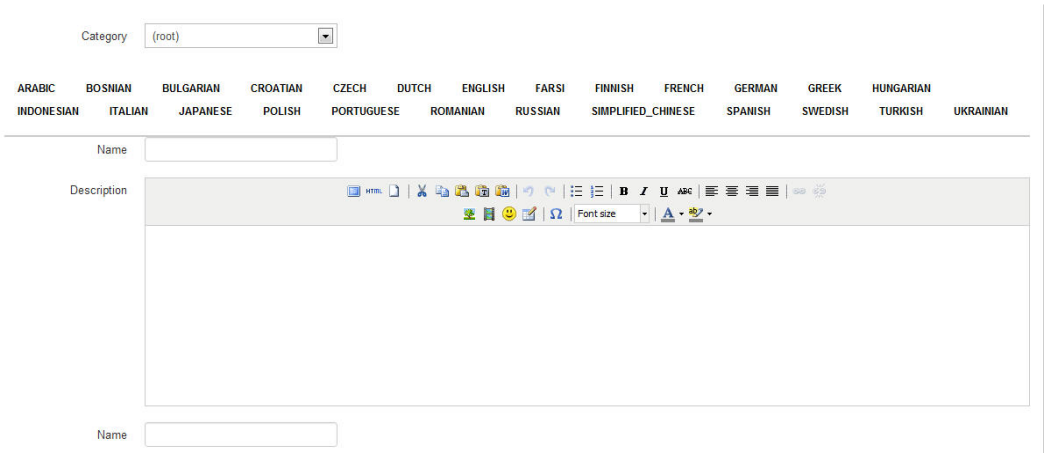
Docebo can create and manage a system that matches the competencies that a user/group/corporate department must obtain to a series of activities that the teacher/administrator determines as being necessary for acquiring them.

To access the Competencies area, select **Main → Competences**.

Creating and categorizing competencies is a preliminary operation for developing the system.
Categorization is done by creating a tree divided into various folders, each of which corresponds to a category.
To create a new branch, click the **Add** button.

To create a competency, select the branch of the tree to which the competency belongs and click **Map a new competency.**

This page will be shown. Here you have to select a category, a language, give a name and a description to the competency.



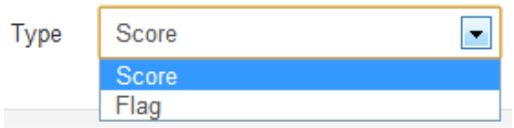
Assign a Category

Assign a **Typology** to the competency:

Skill: technical competencies
Attitude: behavior
Knowledge: knowledge

and an **Evaluation method**:

Score: competencies with an assignable score
Flag: acquired (YES) / not acquired (NO)



Through the active menu beside each competency, it is possible to:

view who has attained the competencies and assign them to users, manually specifying the score achieved;
change the details regarding the competency;
delete the competency.

Note: To associate a competency to a course follow the path E-Learning – E-Learning – Course and select the icon Competency.

3.6 Functional Roles

The competencies system can monitor the difference between competencies actually acquired by persons in a specific company position and the level of competencies considered as the ideal to attain (defined and set by the administrator).

In order to make this assessment, Functional roles must be created to which the respective competencies can be associated.

With more complex organizations, various roles can be grouped together for more streamlined management.

To access Functional roles select **Main →Functional Roles.**

Create a role through the specific Groups management option.

Through the active menu beside each role, it is possible to:

- Associate the users occupying that role;
- Associate the competencies assigned to the role;
- View the courses through which the competencies associated with the role can be acquired;
- Perform a gap analysis to see the difference between the level of competence achieved by the user and the required level;
- Change the name of the role;
- Delete the role.

Gap analysis: by clicking the appropriate icon, the system displays an exportable table showing the analysis and monitoring.

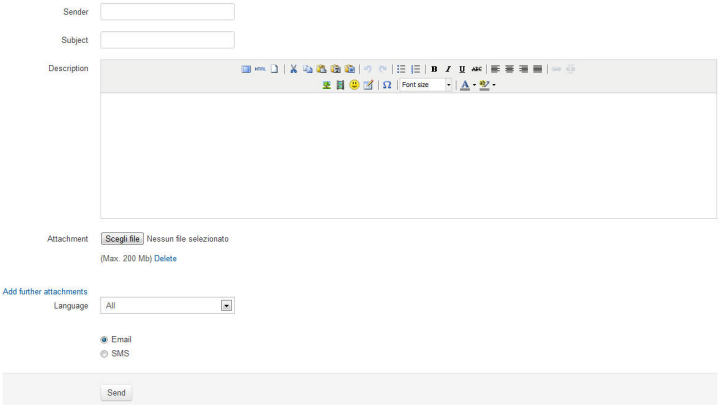
By clicking the last icon (gap analysis), the system shows a detailed analysis for each user:

Note: To assign one or more users to a role it is necessary to create a group with those users assigned.

3.7 Newsletter

The Docebo platform allows you to send newsletters directly from the administration to all the LMS users or to just a specific group of them.

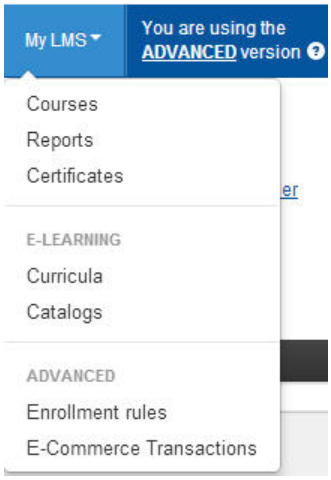
To activate this function, select **Main →Newsletter**:



4. My LMS

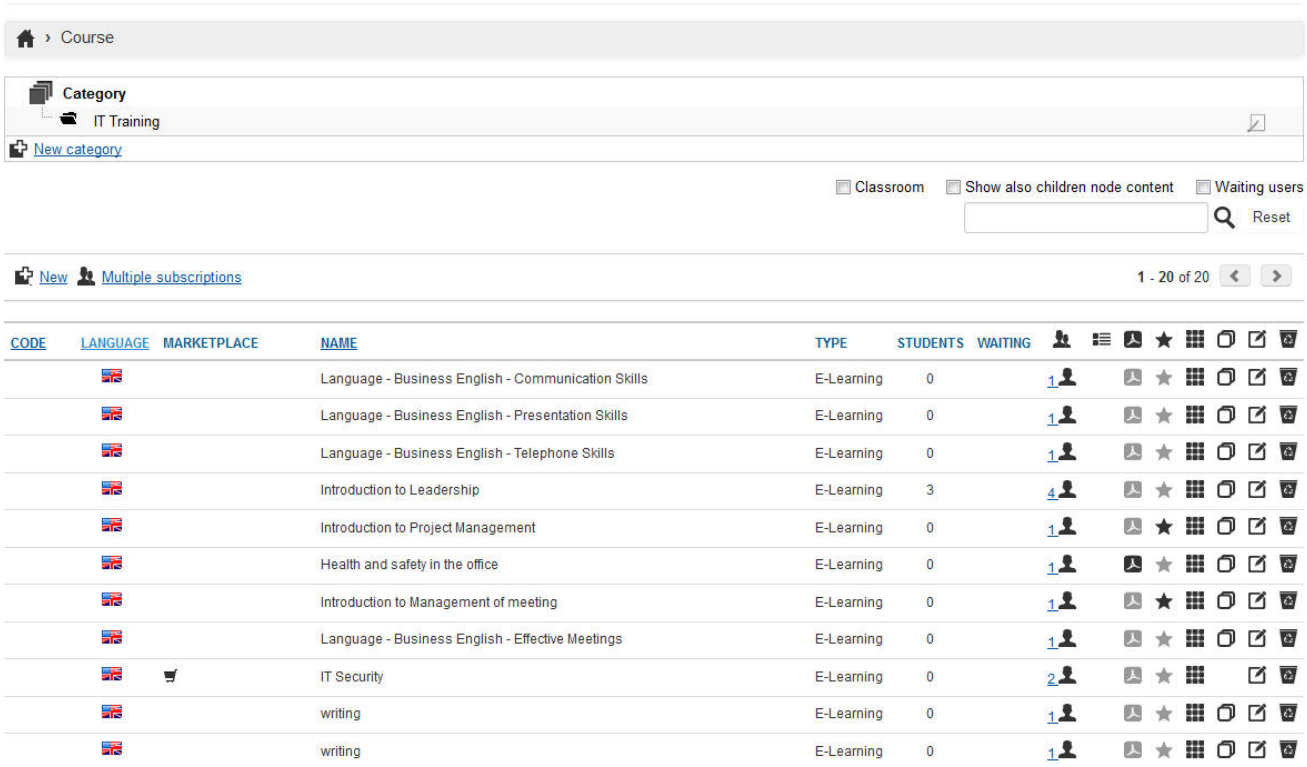
This menu is divided into:

- Courses;
- Reports;
- Certificates;
- Curricula;
- Catalogues;
- Content Library;
- Enrollment Rules;
- E-Commerce Transactions.



4.1 Courses

Another way to create a new course is to select **My LMS →Courses**



To add a new course select New

The active menu on the right it's useful for some routine activities:

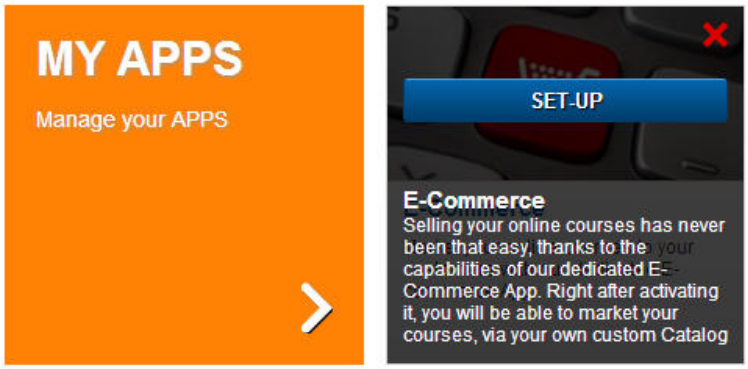
- Approve users waiting for subscription
- See if the course is a classroom edition
- Assign a certificate
- Assign competencies
- Assign a menu to the course
- Make a copy of the course
- Edit the course
- Delete the course

Courses can be divided into categories. To add a new category, click New category and choose a name.

How to sell courses

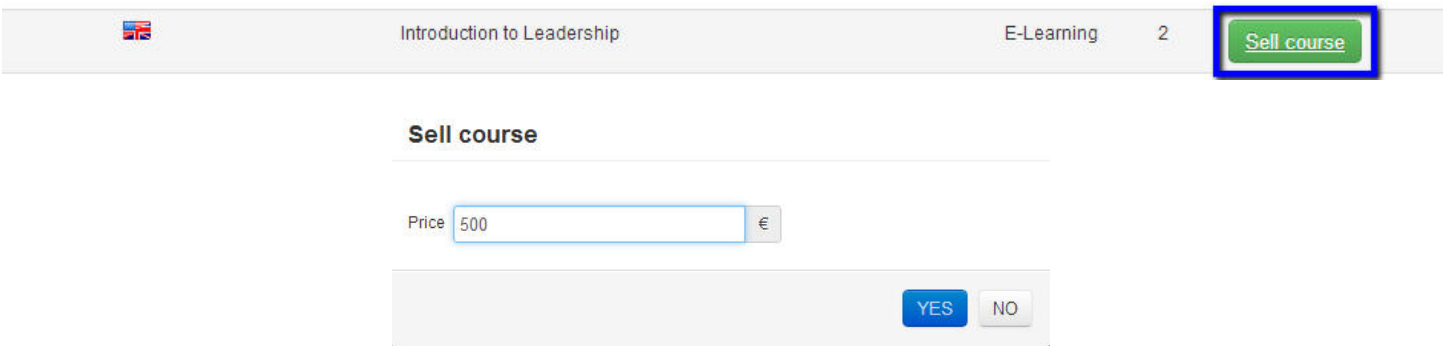
You can decide to sell your courses using the e-commerce tool.

First thing to do is to buy and setup the **E-Commerce APP.**


MY APPS
Manage your APPS
SET-UP
E-Commerce
Selling your online courses has never been that easy, thanks to the capabilities of our dedicated E-Commerce App. Right after activating it, you will be able to market your courses, via your own custom Catalog

Go back to the **Administration** and select **My LMS → Courses.**

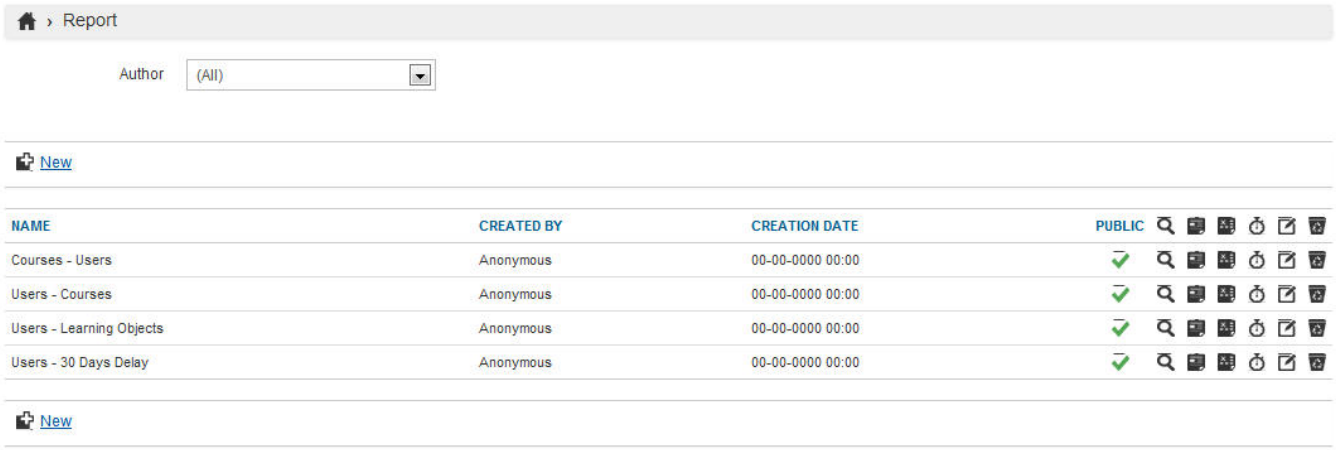
Create a new course to sell or choose one of those created. Click the Sell courses button and decide a price.



Now, users can decide to buy the course.

4.2 Reports

This section goes deeper into what is mentioned in the dashboard.
To obtain a Report monitoring the progress of training activity in the platform, select **My LMS →Reports**.



The system allows you, as Super administrator, to create a new report anytime or view the details of another report previously created.

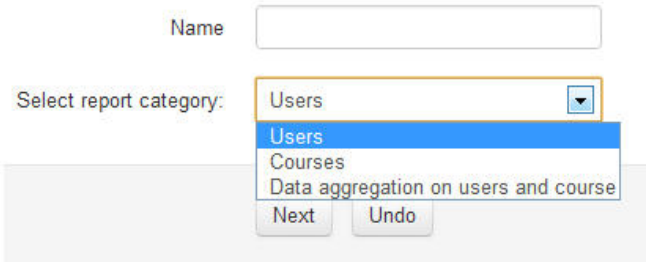
To create a new report, click **New**.

Assign it a name and type:

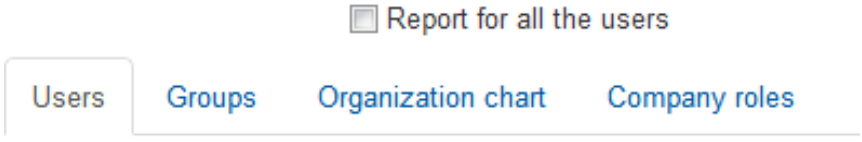
Users;

Courses;

Aggregate.

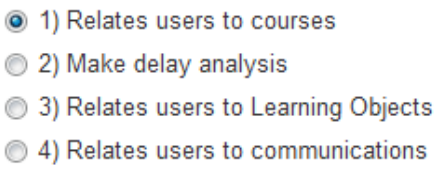


Choose the users for whom you wish to create a report; all the users on the platform can be selected by clicking the specific check box.



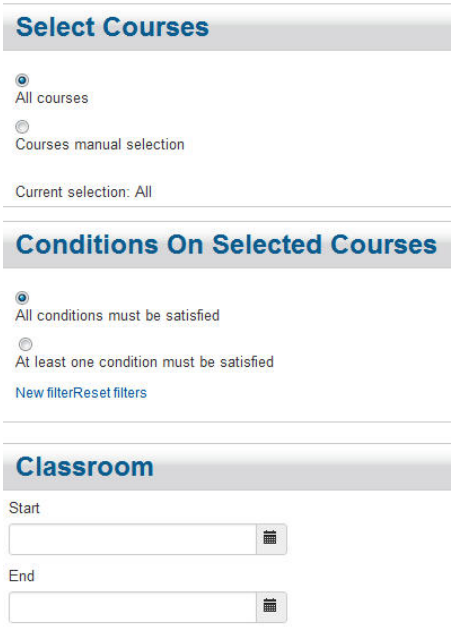
Select Columns data:

Relates users to courses;
Make delay analysis;
Relates users to Learning Objects;
Relates users to communications.



Then, choose columns filter's setting:

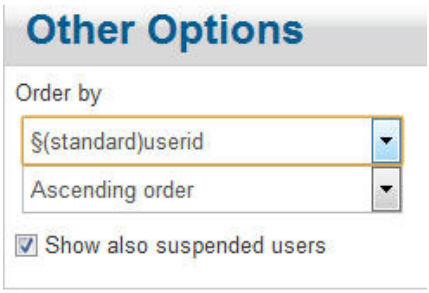
Select courses: all or manual selection;
Select condition: all conditions must be satisfied or at least one condition must be satisfied (filters can be changed);
Set a start and end date for the classroom.



Decide what you want to view in the report table:

Users custom fields: last name, first name, email, join date, suspended, suspend date.
Course information: category, code, path, status, credits;
Classroom fields;
User's information about courses: subscribed date, first access date, completed, last access date, level, status, start score, final score, course score, number of sessions, total time, estimated time.

Set visualization order and if you want to also see suspended users results

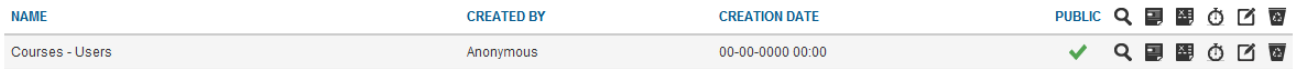


When the report has been created, it's possible to export it in HTML, CSV or XLS.

All reports are listed in the page shown by selecting **My LMS → Report**.

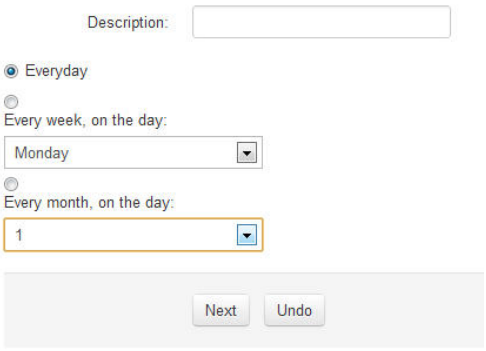
Here, the active menu beside each report can be used for:

Making the reports public for other administrators;
Viewing and updating data;
Exporting reports in .csv format;
Exporting reports in .xls format;
Making report schedules so that they are produced and sent to specific people at regular intervals;
Change the data structure of a report;
Delete reports.

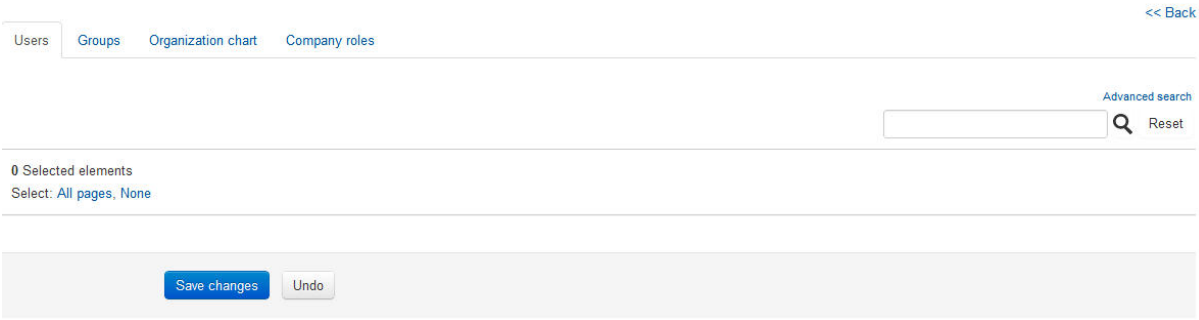


To schedule automatic report delivery: Select "Add"

Give the schedule a name and specify how often the report should be created and sent to the person concerned.



Select the user to whom you wish to send the reports and conclude the operation by clicking on the Save Changes button.

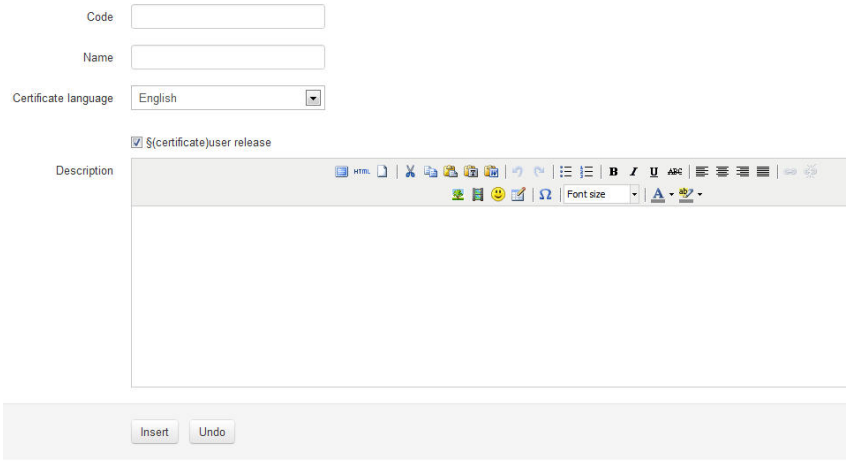


4.3 Certificates

The platform allows you to create certificates to award users for completing activities.
Certificates are forms whose content can be customized on the basis of the course with which they are to be associated.
To access the Certificates function, select **My LMS →Certificates**.

To create a new certificate model, click Add and assign it a code, a name and a description. Then create the content:

Enter the text for the certificate in the certificate template box; by adding the items listed in square brackets [] at the foot of the page, the system will automatically create a certificate displaying that specific data for each user.



Here is a list of customizable data:

Tags available for certificate template building

TAG CODES	DESCRIPTION TAG
[course_code]	Course code
[course_name]	Course name
[course_description]	Course description
[date_begin]	Course starting date
[date_end]	Course end date
[medium_time]	§(certificate)course medium time
[ed_date_begin]	§(certificate)ed date begin
[ed_classroom]	§(certificate)ed classroom
[cl_date_begin]	Date begin
[cl_date_end]	Date end
[cl_classroom]	Classroom
[teacher_list]	§(certificate)teacher list
[teacher_list_inverse]	§(certificate)teacher list inverse
[course_credits]	Credits

An example of the text could be:

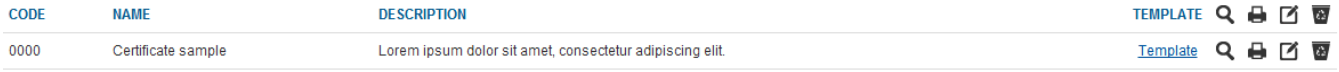
I certify that the user [firstname] [lastname] has participated in the course [course_name] and gained [course credits] training credits.

Note: It is advisable to only use background images and not to import HTML images by entering tags such as <p>, , <centre>, as errors could occur due to limitations in the PDF conversion.

Through the active menu beside each certificate, it is possible to:

view and download an example of the model;
change the model;
change the code, title and description;
verify the courses to which the certificate has been assigned, checking how many users have created it for each course.

By selecting the name of a course to which the certificate has been assigned, the administrator can verify the status of the course certificates in real-time for each subscribed user and create certificates for all of them or just for a group of users.
The administrator can download and, if necessary, delete certificates already created by users.

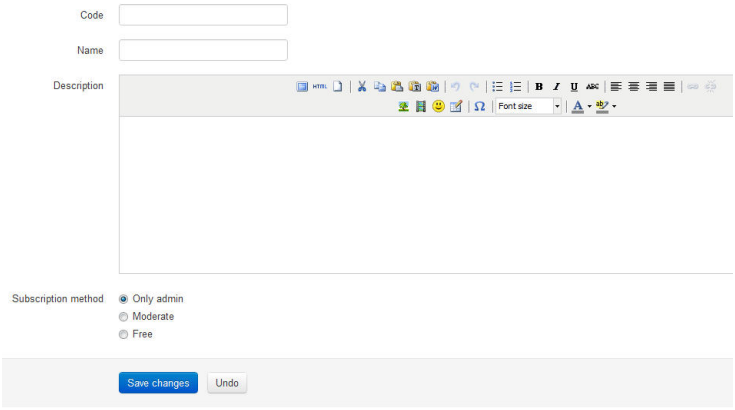


4.4 Curricula

The Docebo platform allows you to create mandatory educational programs (curricula) to assign to individual users, organization chart branches or groups.
The program consists of a list of courses that the user must follow in the given order through a system that regulates the level of necessity and access.

To create a curriculum, select **My LMS →Curricula**.

Create a new curriculum by selecting "Add" and then assign it a code, a name and a description.



After setting all the fields select Save changes.

Through the active menu beside the curriculum, it is possible to:

Monitor the number of users awaiting subscription;
Subscribe users to the program;
Assign courses to the curriculum, establishing their priorities and whether they are mandatory;
Delete completed subscriptions;
Modify data: code, name, description and subscription policy;
Delete the curriculum.

End path certificate

At the end of a curriculum, every user could download a certificate with all the relative courses and credits listed.

Select the certificate icon relative to the interested curriculum;

Assign one of the prepared certificate through the dropdown menu, selecting one of the displayed status, usually "Assign" for users that have completed the course. Click "Save Changes" to confirm.
Selecting the number of released certificates, will make it possible to:

- Check the users that already downloaded the certificate;
- Download a copy of certificate of each user;
- Generate or re-generate certificates already downloaded.

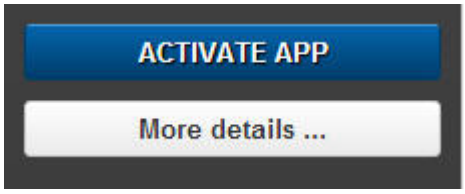
4. 5 Catalogues

The catalogue allows the creation of various course lists divided into types.

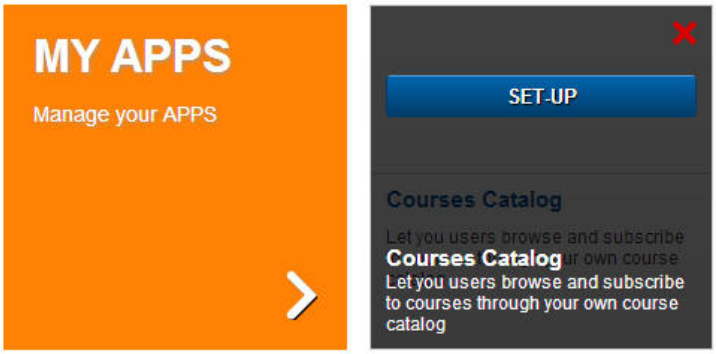
It can be useful to create different catalogues according to user types or topics, in line with the company policies that determine users' course subscription choices.
This tool can be used only if you activate it in the APP section.

Click the **APP button** on the top of the page

One you have found the **Courses catalog** App, click **Activate APP**

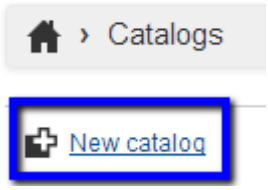


Now, you have to do the set-up to use the tool

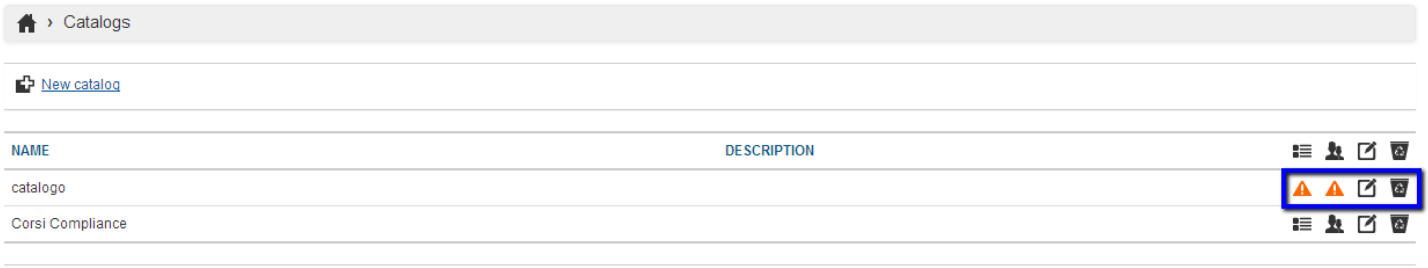

MY APPS
Manage your APPS
SET-UP
Courses Catalog
Let you users browse and subscribe
Courses Catalog
Let you users browse and subscribe to courses through your own course catalog

To create a new catalog, select **E-Learning → Catalogs** in the admin area

Create a new catalogue by selecting **New catalog**, and assign it a code, a name and a description.



Each new menu has on his right a menu. Some icons are replaced by alerts icons to indicate the need to add courses and assign users to the catalog.



Through the active menu beside each catalogue, it is possible to:

- add and change the courses to include in the catalogue;
- assign users to the catalogue: users can view the catalogue courses and subscribe independently when permitted to do so by the policy assigned to the course;
- subscribe users to the catalogue: users are directly subscribed to all the courses in the catalogue;
- change the catalogue name and description;
- delete the catalogue.

Users can access to Catalogs they are subscribed to selecting the option **Catalogs** in **My courses area.**

4.6 Enrollment rules

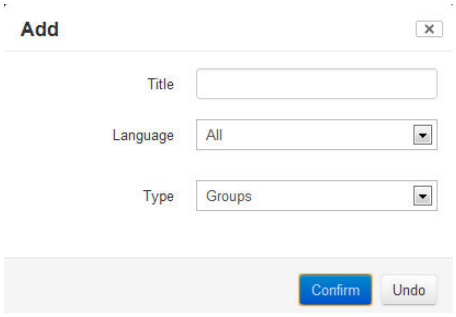
With this function you can create a system for automatically regulating user subscriptions to courses. By associating a number of courses to one or more organization chart nodes, all the users associated to those nodes will be automatically subscribed to the linked courses.

This function is very useful with a defined training offer for different groups of users.

To access this area, select **My LMS→Enrollment rules**.

Click "Add" to create a new rule, then assign it a name and specify the languages for which the rule is valid.

Define the type of rule you want to create and click "Confirm".



Through the active menu beside each rule, it is possible to:

- Activate the rule;
- Configure the rule in relation to groups and courses;
- Change the details;
- Delete the rule.

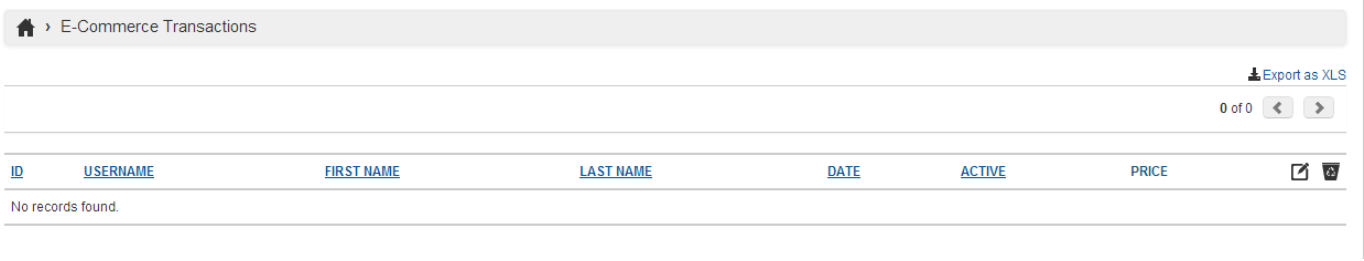
Once created, the rule will be ready to be edited through the icon "Manage"

To configure the rule, first select the appropriate icon in the menu and then click "add group" and "add course".

4.7 E-Commerce Transaction

The Transactions function permits you to monitor payments and assign the "paid" status to users who have purchased an available course through deferred payment so that they can take the course.

To access the Transactions area, select **My LMS → E- Commerce transaction**.



The list of users that have confirmed making the transaction will be displayed.

Through the active menu, it is possible to:

- verify whether a user has "paid" status;
- assign "paid" status to a user.

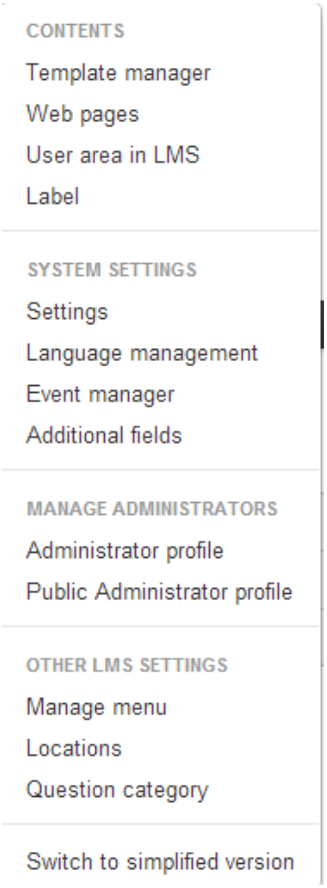
You have the chance to export data of this area as XLS file.

4.8 Edit Settings

The administrator Area has a section useful to manage settings. To access, select the icon

The function of this panel are:

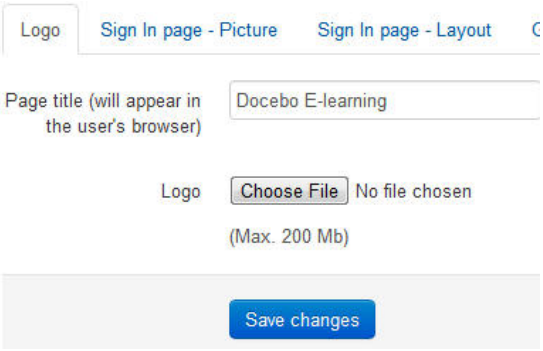
- Template manager;
- Web Pages;
- User area in LMS;
- Label;
- Settings;
- Language Management;
- Event Manager;
- Additional Fields;
- Administrator Profile;
- Public Administrator Profile;
- Manage Menu;
- Locations;
- Question Category;
- Switch to simplified version



4.9 Template Manager

In this section you can customize your platform with:

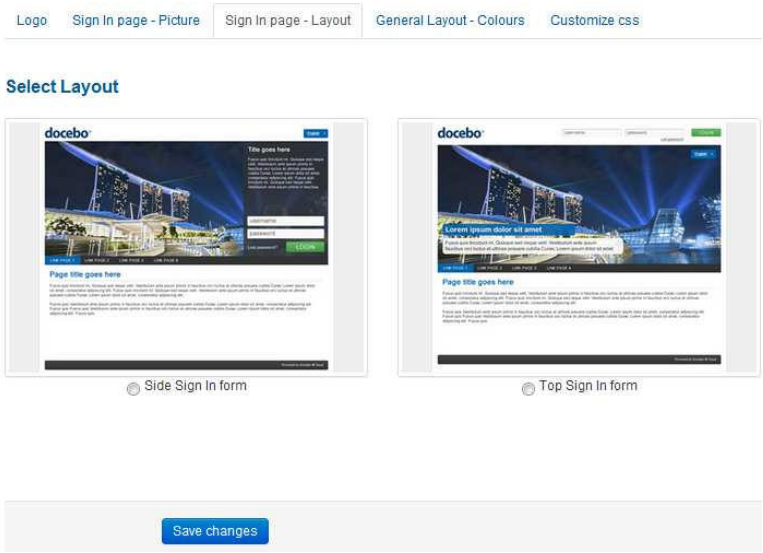
A logo;



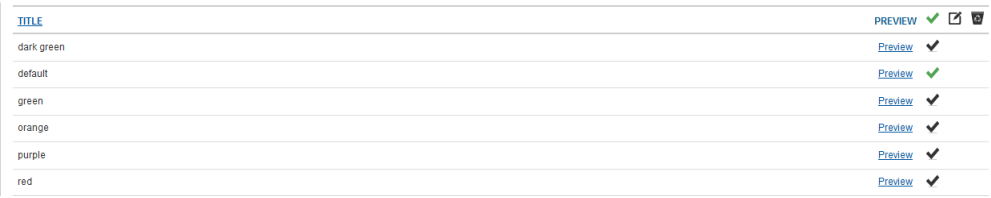
A Sign In page - Picture;

A Sign In page – Layout;

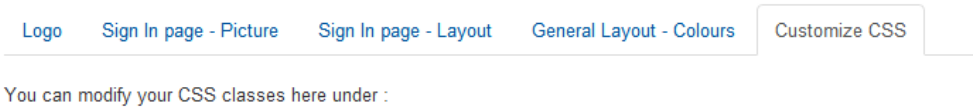
Layout options will disappear once you have decided to show the Course Catalog within the Sign in page.



A General Layout – Colors;

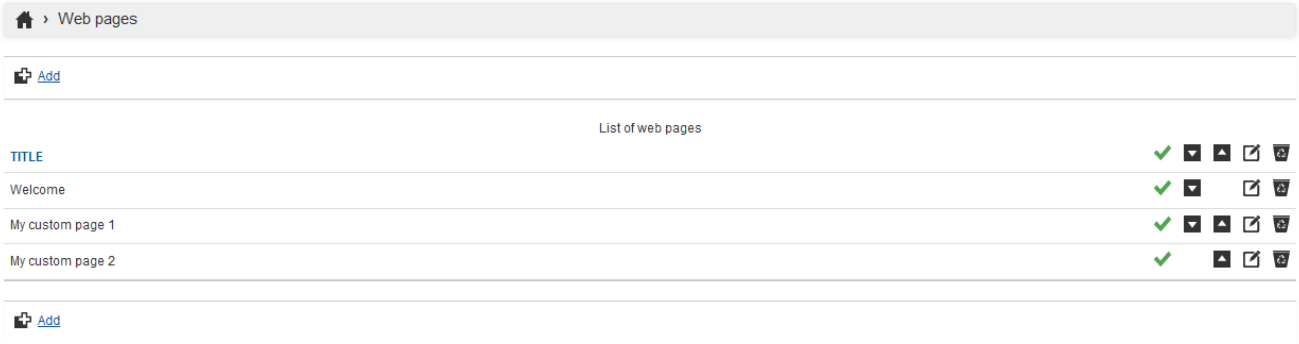


Customize CSS (only for experts)


Logo
Sign In page - Picture
Sign In page - Layout
General Layout - Colours
Customize CSS
You can modify your CSS classes here under :

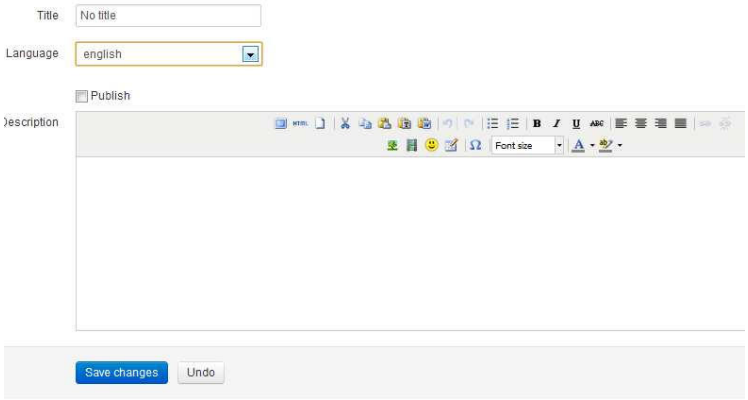
4.10 Web Pages

To create a new web page, select **Edit Settings → Web pages**.



To insert a new page, click "Add".

Give the page a title, insert text and decide whether to publish the page directly (by checking Publish) or at a later stage.



Through the active menu beside each page, it is possible to:

- publish/hide the page
- change the page order (using the arrows)
- change the text
- delete the page

4.11 My Courses Layout

It is possible to manage the menu in **My courses** area, deciding what functions users can see. To do that, you have to go to **Settings→ User area in LMS.**

In this page you can customize policy view of:

- Certificates;
- Competences;
- Community;
- Activate courses;
- Catalog;
- Messages.

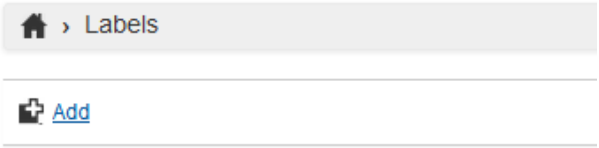
Next to every entry there are two icons:

- a flag: selecting it, this will be green, indicating that this content will be seen by users;
- a people icon: selecting it, you'll be able to decide who can see that content, among users, groups, organization chart e company roles.

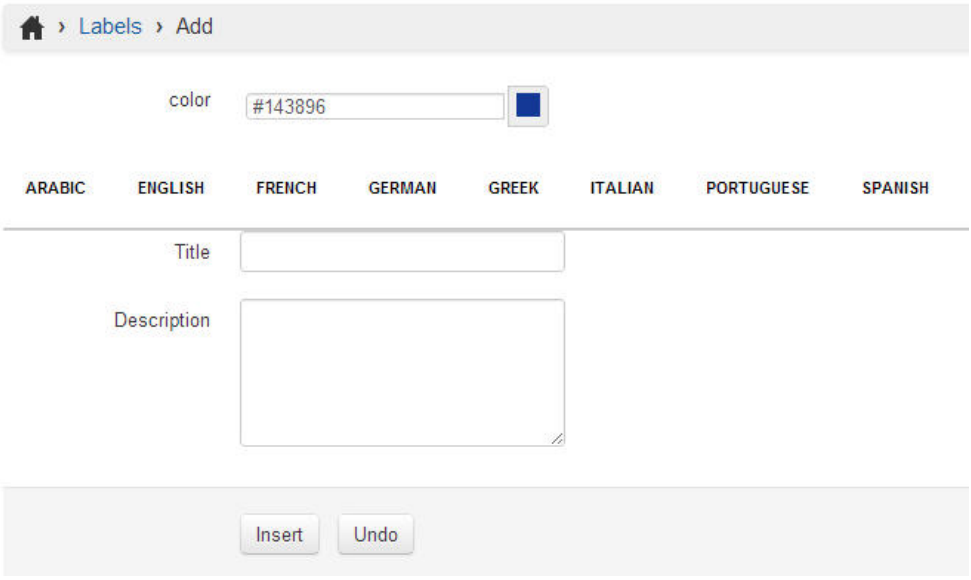
4.12 Labels

Labels allow you to group together the courses in the “My courses” page.

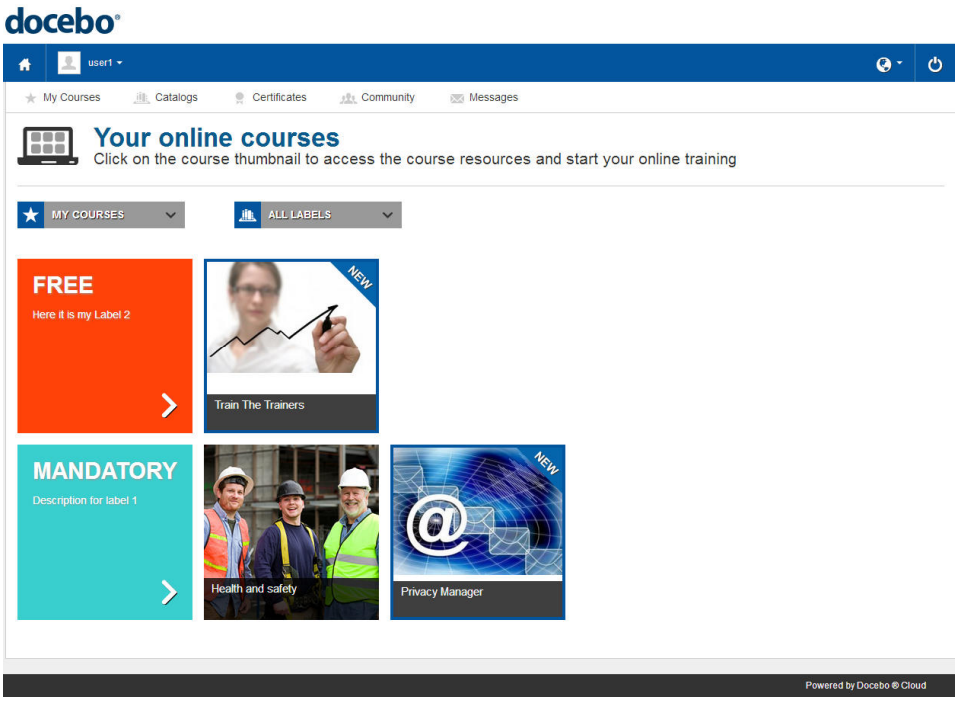
To access the label function, select **Settings→Labels**.



To add a new label, click “Add” and enter the Ttile for the label and a description.
Choose a color anc a language.



If the module “Label” will be activated, courses associated to those labels will be correctly displayed in the LMS page.

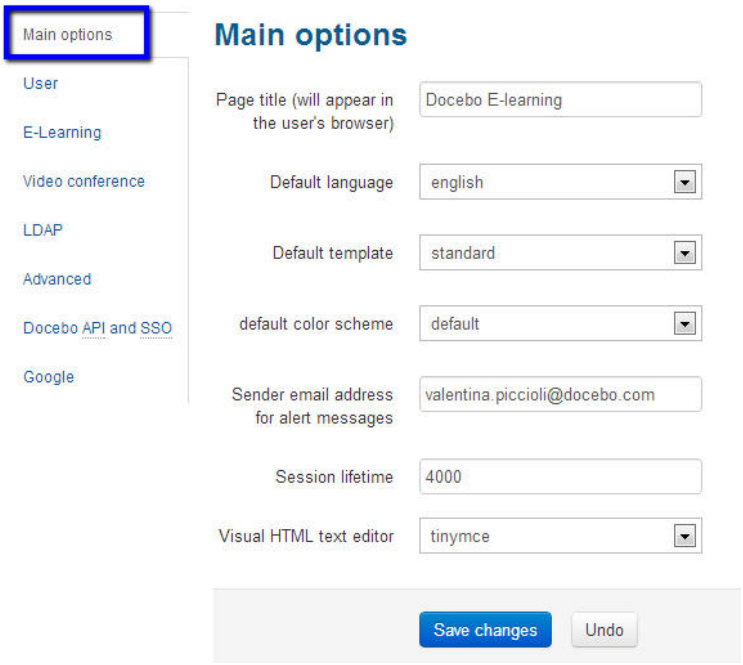


4.13 Settings

Is a function to customize your platform settings. It is possible to manage:

Main options:

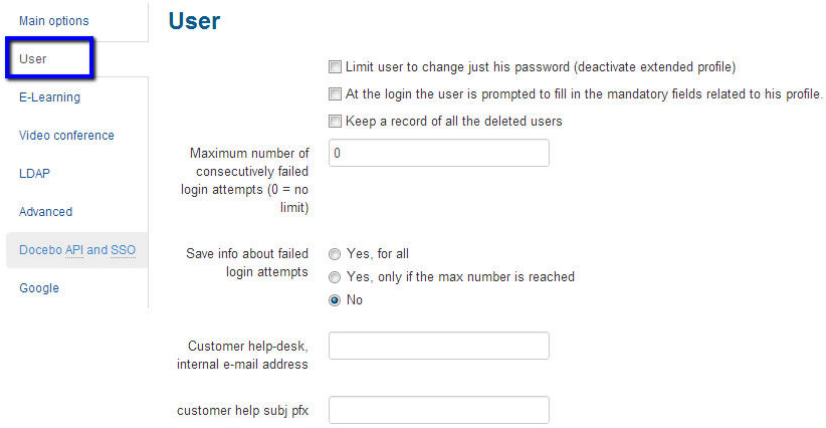
- page title,
- website URL,
- default language,
- template,
- sender email address for alert messages,
- default color scheme,
- session lifetime,
- visual HTML text editor



Users

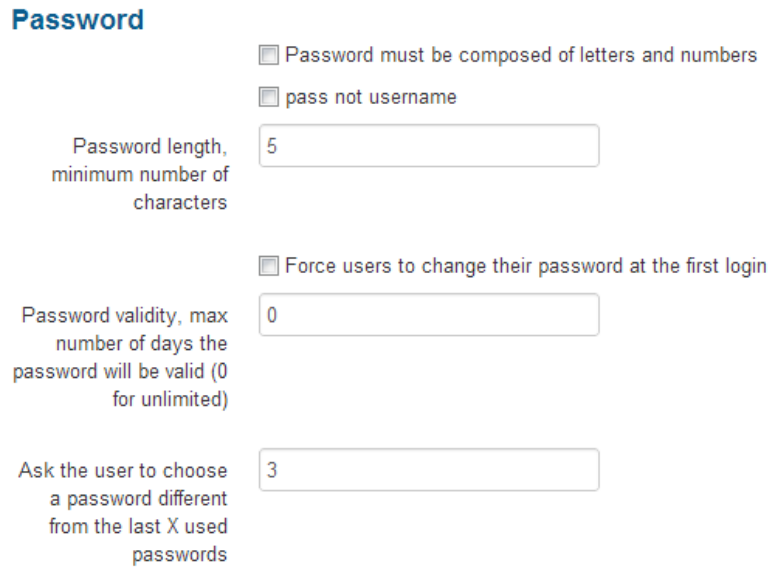
Users:

- limit user to change just his password
- if the user is prompted to fill in the mandatory fields during the login
- if you want to keep a record of all the deleted users
- You can decide a maximum number of consecutively failed login attempts
- If you want to save info about failed login attempts
- Set the customer helpdesk e-mail address


Main options
User
E-Learning
Video conference
LDAP
Advanced
Docebo API and SSO
Google
User
Limit user to change just his password (deactivate extended profile)
At the login the user is prompted to fill in the mandatory fields related to his profile.
Keep a record of all the deleted users
Maximum number of consecutively failed login attempts (0 = no limit)
0
Save info about failed login attempts
Yes, for all
Yes, only if the max number is reached
No
Customer help-desk, internal e-mail address
customer help subj pfx

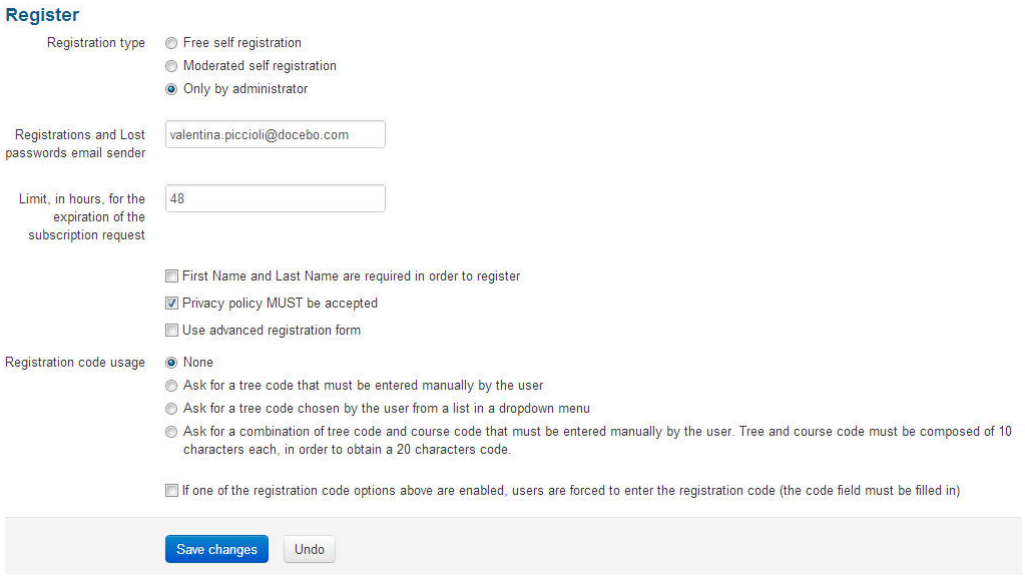
Password:

- You are able to establish if the password must be composed of letters and numbers,
- Password length (a minimum number of characters),
- If users are forced to change their password at the first login,
- If the password will be valid only for a determined period of time,
- Decide that the password has to be different from a determined number of last used passwords.


Password
Password must be composed of letters and numbers
pass not username
Password length, minimum number of characters
5
Force users to change their password at the first login
Password validity, max number of days the password will be valid (0 for unlimited)
0
Ask the user to choose a password different from the last X used passwords
3

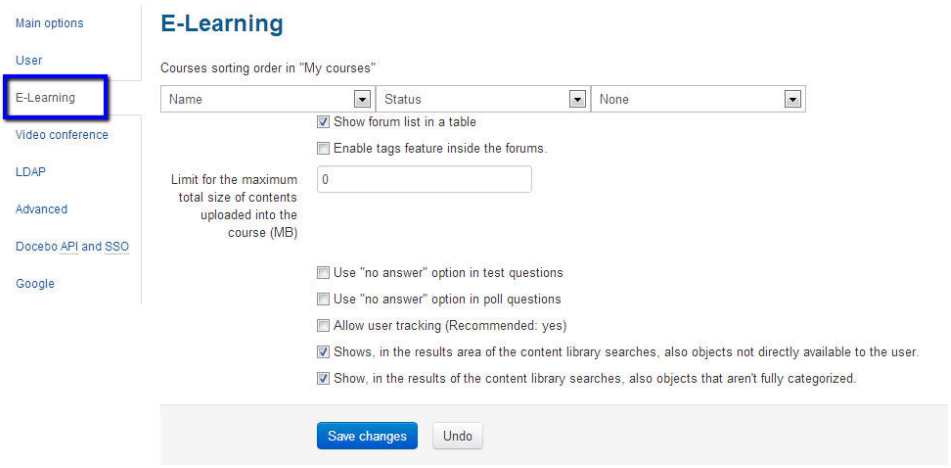
Register:

- Choose the registration type: free self, moderated self, supervised by administrator,
- Set an email sender address for registrations and lost passwords,
- Establish a limit, in hours, for the expiration of the subscription request,
- Decide if the first and last name are required for the registration,
- If privacy policy must be accepted,
- If you want to use advanced registration form,
- You can prefer a registration code among: a tree code entered manually by the user, a tree code chosen by the user from a list in a dropdown menu, a combination of tree code and course code that must be entered manually by the user, or no code.

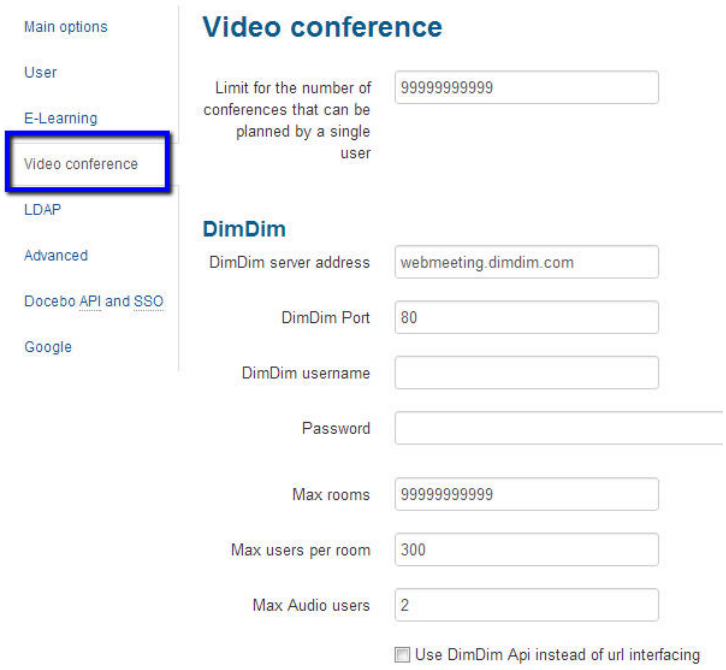

Register
Registration type
Free self registration
Moderated self registration
Only by administrator
Registrations and Lost passwords email sender
valentina.piccioli@docebo.com
Limit, in hours, for the expiration of the subscription request
48
First Name and Last Name are required in order to register
Privacy policy MUST be accepted
Use advanced registration form
Registration code usage
None
Ask for a tree code that must be entered manually by the user
Ask for a tree code chosen by the user from a list in a dropdown menu
Ask for a combination of tree code and course code that must be entered manually by the user. Tree and course code must be composed of 10 characters each, in order to obtain a 20 characters code.
If one of the registration code options above are enabled, users are forced to enter the registration code (the code field must be filled in)
Save changes
Undo

E-Learning:

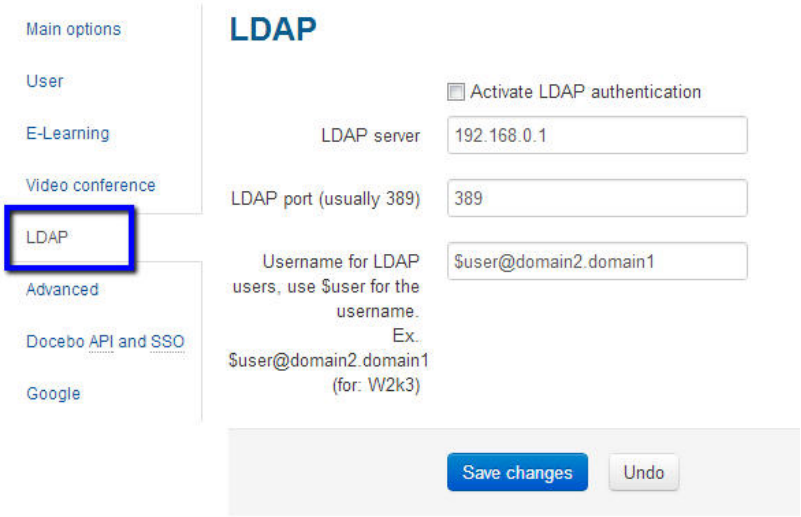
- It's possible to decide the courses sorting order in my courses (by name, status, code, none),
- If the course catalog must be viewed in the main page,
- If the user can also see other courses and curriculum,
- If you want to show forum list in a table,
- If you want to enable tags feature inside the forums,
- It is possible to set a limit for the maximum total size of content uploaded into the courses,
- If you want the "no answer" option in test and/or in poll questions,
- If the users are traceable,
- If, in the results area of the content library searches, objects not directly available to the user are also shown,
- If, in the results of the content library searches, objects that aren't fully categorized are also shown.


Main options
User
E-Learning
Video conference
LDAP
Advanced
Docebo API and SSO
Google
E-Learning
Courses sorting order in "My courses"
Name
Status
None
Show forum list in a table
Enable tags feature inside the forums.
Limit for the maximum total size of contents uploaded into the course (MB)
0
Use "no answer" option in test questions
Use "no answer" option in poll questions
Allow user tracking (Recommended: yes)
Shows, in the results area of the content library searches, also objects not directly available to the user.
Show, in the results of the content library searches, also objects that aren't fully categorized.
Save changes
Undo

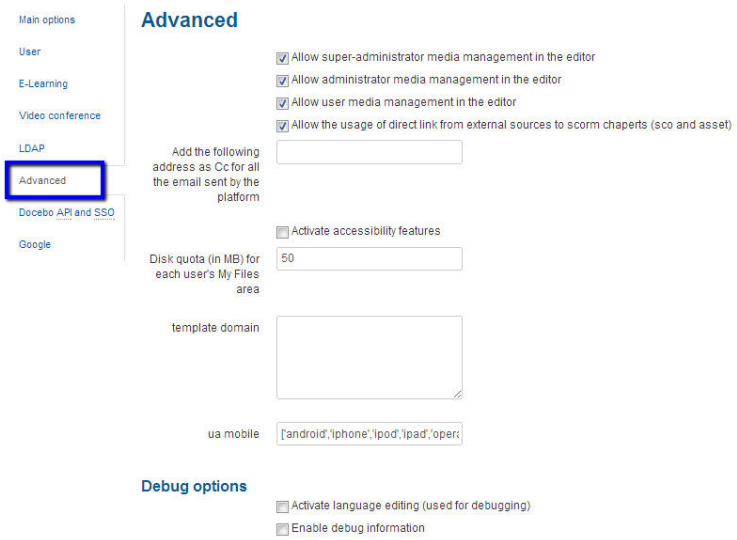
Videoconference: you can enable this service and choose your provider among DimDim and Teleskill.



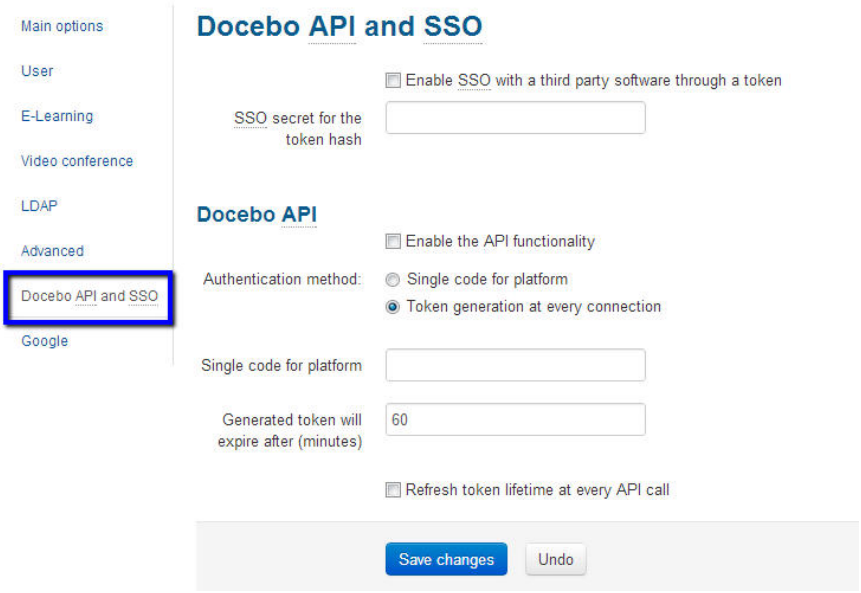
LDAP: it's possible to activate LDAP authentication, add the number of server, the port, and a username.



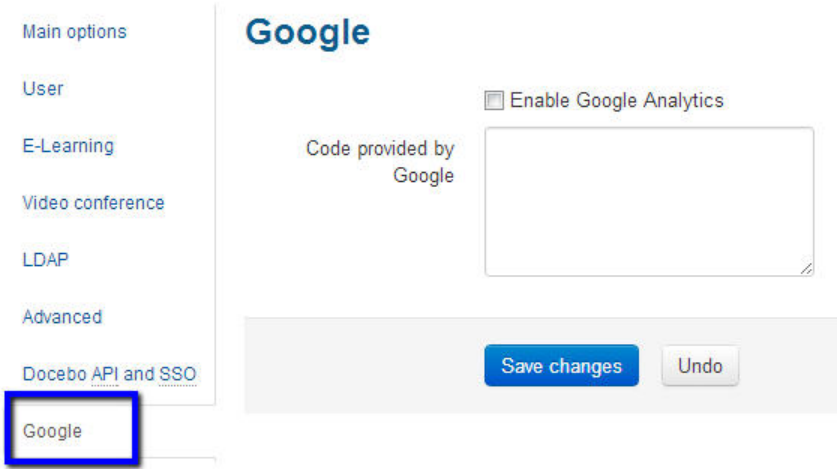
Advanced: You can manage advanced options about debug, newsletter, upload, and security.


Main options
User
E-Learning
Video conference
LDAP
Advanced
Docebo API and SSO
Google
Advanced
Allow super-administrator media management in the editor
Allow administrator media management in the editor
Allow user media management in the editor
Allow the usage of direct link from external sources to scorm chaperts (sco and asset)
Add the following address as Cc for all the email sent by the platform
Activate accessibility features
Disk quota (in MB) for each user's My Files area
50
template domain
ua mobile
['android','iphone','ipod','ipad','oper
Debug options
Activate language editing (used for debugging)
Enable debug information

Docebo and SSO



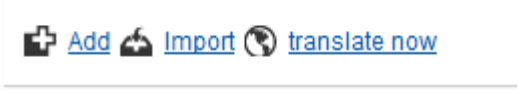
Google: enable Google Analytics



4.14 Language Management

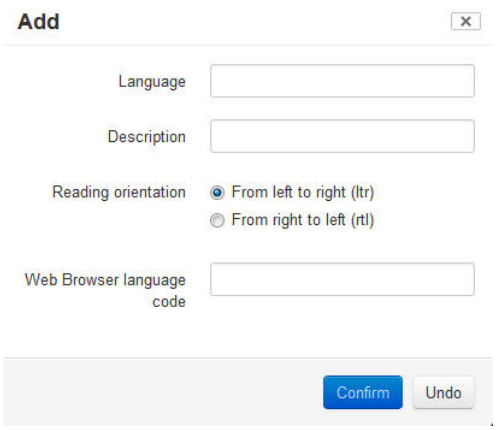
Manage languages selecting **Settings → Language Management**

You can Add, Import or Translate a Language.



LANGUAGE	DESCRIPTION	
arabic	العربية	Deactivate
bosnian	Bosnian	Activate
bulgarian	Bulgarian	Activate
croatian	Croatian	Activate
czech	Czech	Activate
dutch	Dutch	Activate

To add a language click the Add button and fill the form



Through the active menu beside each language it is possible to:

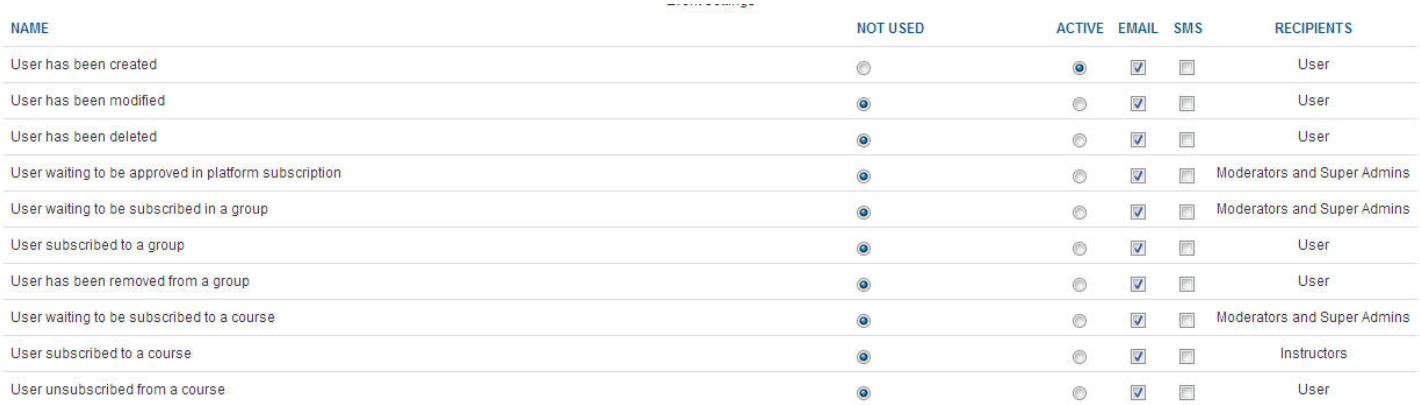
- view all the translations included in platform and change the text by clicking on the required translation;
- export the entire translation to import it into another program;
- modify the language data (name and description);
- delete the language.

The search engine can be used to search for the word in the translation. Simply enter the word that you wish to change in the text.
The search can also consult the "Modules" search engine, by specifying the module in which the text to be changed is located.

4.15 Event Manager

The system provides a list of events with which an e-mail or SMS notification can be associated and the final column indicates the user types to which the communication will be sent.

To choose the events with which notifications may be associated, click on the buttons in the “Mandatory” column. The notification text can be customized through the Languages section of the platform.



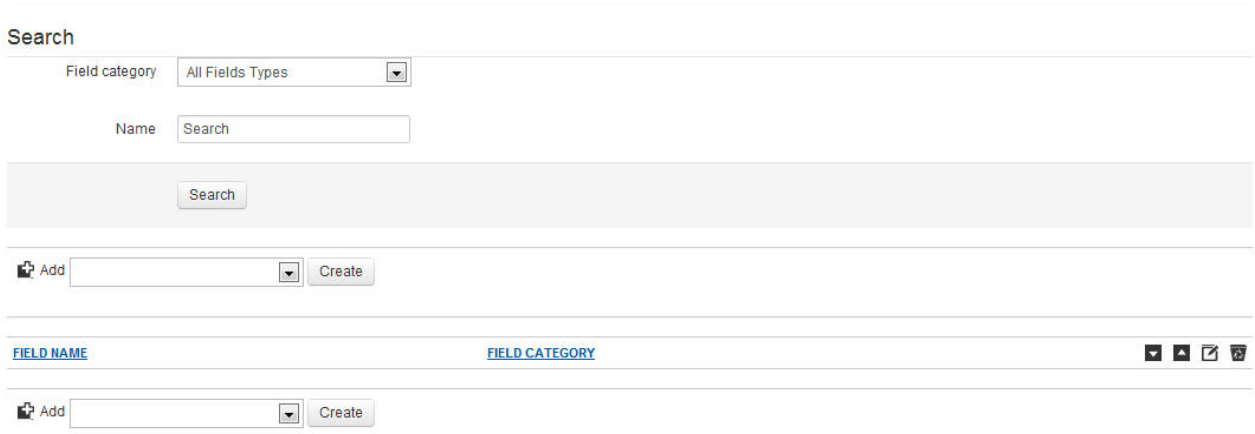
NAME	NOT USED	ACTIVE	EMAIL	SMS	RECIPIENTS
User has been created	○	●	☑	☐	User
User has been modified	●	○	☑	☐	User
User has been deleted	●	○	☑	☐	User
User waiting to be approved in platform subscription	●	○	☑	☐	Moderators and Super Admins
User waiting to be subscribed in a group	●	○	☑	☐	Moderators and Super Admins
User subscribed to a group	●	○	☑	☐	User
User has been removed from a group	●	○	☑	☐	User
User waiting to be subscribed to a course	●	○	☑	☐	Moderators and Super Admins
User subscribed to a course	●	○	☑	☐	Instructors
User unsubscribed from a course	●	○	☑	☐	User

4.16 Additional Fields

The users in the platform are catalogued according to different fields that are characterized as follows:

- mandatory/non-mandatory fields
- User-editable or non-user-editable fields

The standard users' personal information file includes the following fields: User ID, Name, Surname and E-mail. Often the company needs to increase the set of fields for an individual user, adding entries regarding, for example, the user's matriculation number, department or tax code.
Select the type of field that you wish to add from the drop-down menu (for example, the Fiscal code field, a blank Text field or an MSN account) and enter the name you wish to assign to the new field, if this is different from that shown in the menu.

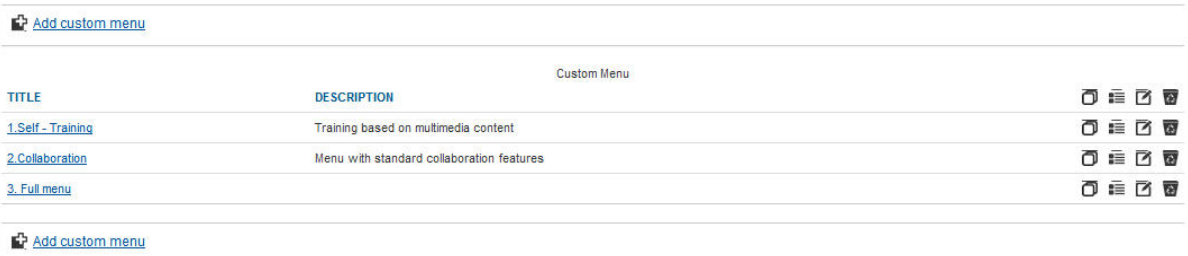


The new additional field must now be assigned to the user, the organization chart branch or the entire organization chart.

Admin and Power user profile

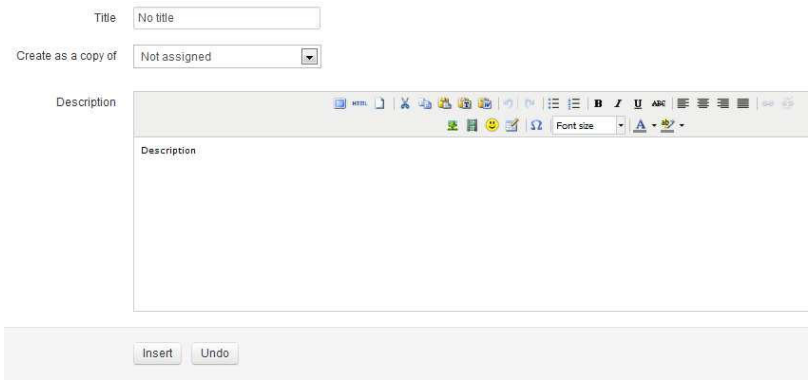
These functions are described in the admin and power user part.

4.17 Manage Menu



The menu located in the LMS area is customizable. You can:

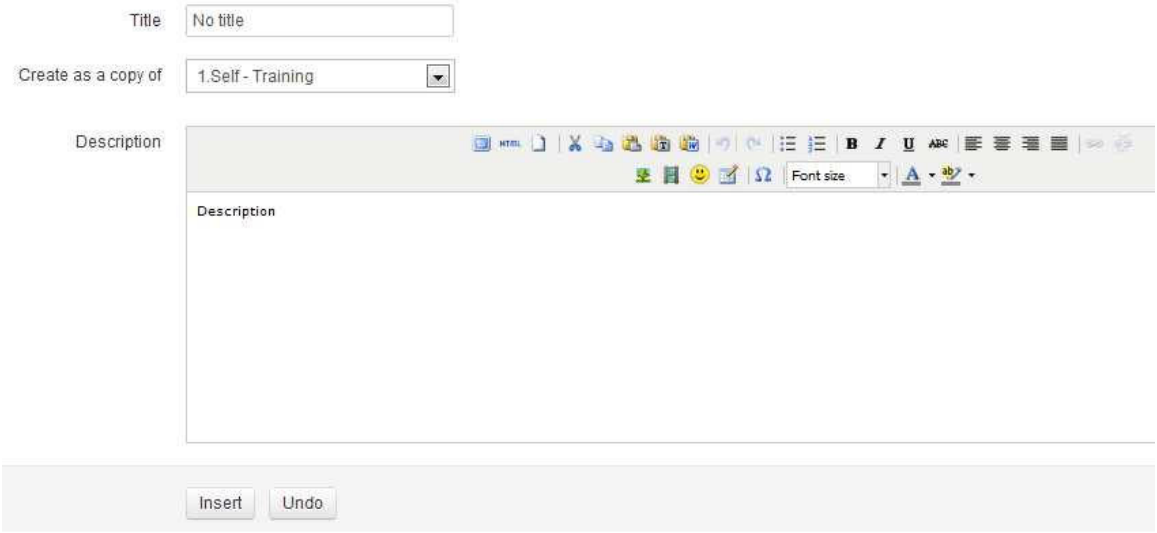
Add a custom menu. Selecting Add custom menu this page will be shown



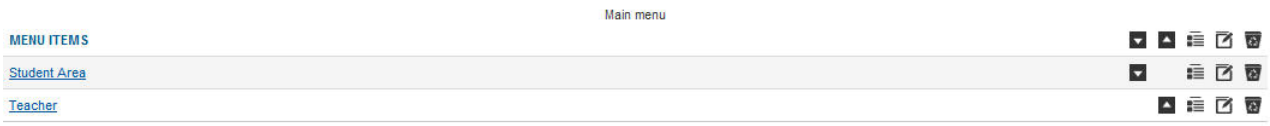
To create a new menu, you have to add a title and a description and decide if this will be a copy of another existing menu.

- Manage the existing menus (self training, collaboration, full menu), choosing one of the icons on the right

Make a copy allows you to create a copy of an existing menu, changing title and description

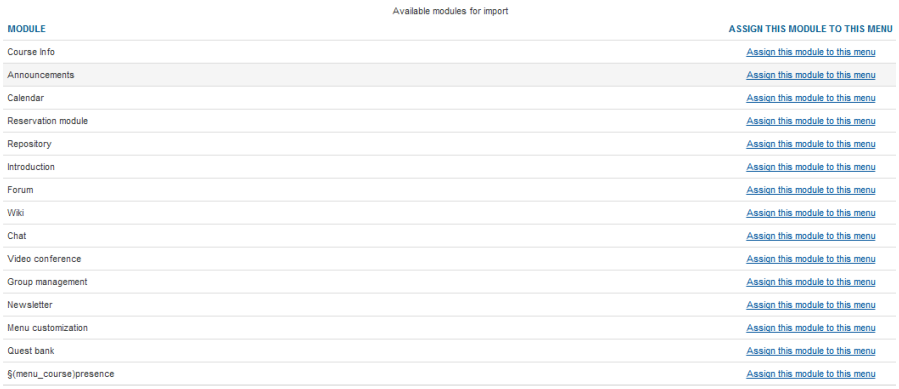


Edit redirects to that page

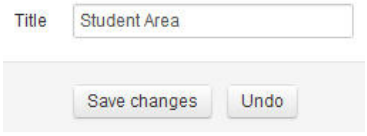


It’s useful to:

- manage menus order
- assign modules to menu items

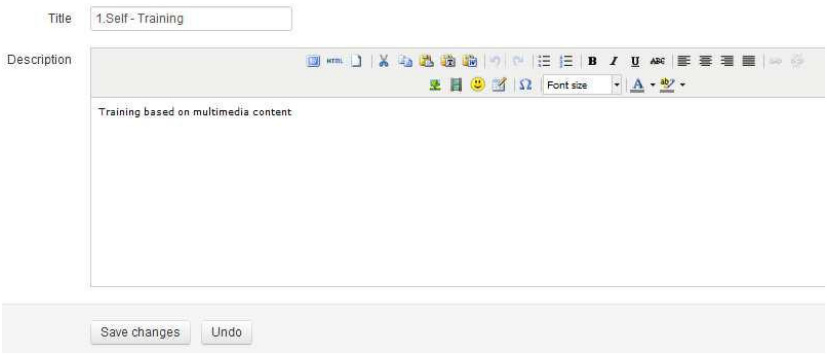


- edit a menu item



- delete a menu item

Edit to change title and description of a menu

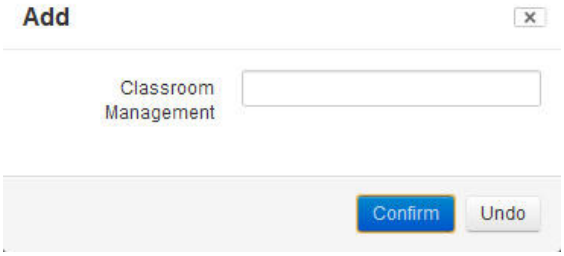


Delete a menu

4.18 Locations

Through this function you can directly manage the reservation of physical classes from the e-learning platform.

Click "Add" to create a new Location, or site in which classrooms are located.



Through the active menu beside each location, it is possible to add one or more classrooms to the same location, providing details for each classroom, such as: name, description, layout, subject, capacity and equipment.

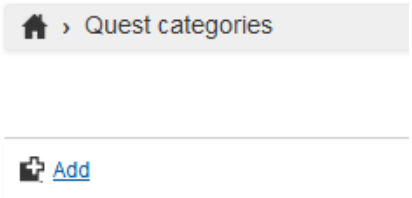
There is an active menu beside each classroom that allows you to:

- View the classroom reservations;
- Change the classroom details;
- Delete the items.

Classroom reservations are made automatically when dates and times are assigned during the creation of a classroom course. Available locations and classrooms can be chosen at that moment and the reservations calendar is automatically updated.

4.19 Questions Category

The tests managed in the platform courses allow management of the questions to be shown to users, dividing them into sets, each of which corresponds to a category.



Tests can be arranged so that users are given a specific number of randomly chosen questions in varying proportions from different categories.

Create a new category by clicking Add and entering a name and description.

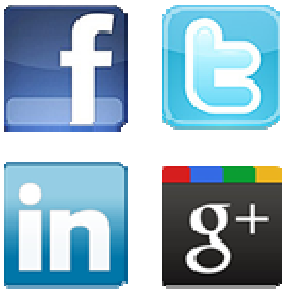
From the active menu it is possible to:

- change the description of the category;
- delete the category.

After creating all the interested categories, we can use them with the LMS Test module through the Learning Object Management function in each course.

When creating every question in a test, it will be necessary to associate each question with one of the created categories. If we associate each question correctly and set the right procedure of test generation, the system will automatically display a defined number of questions out of each category pool.

FOLLOW US



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